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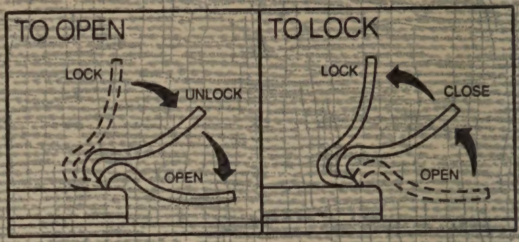
TO OPEN
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To unlock and open press down to horizontal position.
To close and lock pull lever up to vertical position.

To avoid accidental opening of rings, keep booster in locked position.

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Robbins Library Board of Trustees – December 14, 2004

Call to Order

The meeting was called to order at 7:20 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Frank Murphy, Joyce Radochia and Susan Ruderman. Barbara Muldoon was absent. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Approval of Minutes

The minutes of the November 9th meeting were approved as written, on a motion by Ms. Fennelly; seconded by Ms. Deal.

Communications

1. Page Lindsay communicated to the director a fundraising idea from the Friends of Fox to display and sell works from local artists on a consignment basis with the library. The Board approved this idea. 2. Elaine Shea reminded the Board of her request for a library memorial for Margaret Spengler. Review and discussion took place. The director and a trustee sub-committee will explore potential memorial opportunities with the Town Manager's office and the Selectmen. 3. A thank-you note was received from Ms. Loud for the Board's gifts commemorating her 20th anniversary as library director.

Director's Report

Several items were discussed and clarified, including the front door installation project and Fox fundraising issues.

FY06 Budget Update

No feedback has yet been received on our budget submission. A town wide deficit of approximately three million dollars exists.

Donor Solicitation

Letters were mailed last week and some responses have been received. Ms. Ruderman expressed her belief that a postcard reminder should be sent to the non-responders in late January. She also suggested enhancing the business solicitation in the spring. Ms. Fennelly asked whether paid assistance is needed for building and manipulating donor databases and preparing the mailings. She also said that new names should be added to the database next October well in advance of the annual solicitation.

Approval of Policies

Ms. Fennelly made a motion; seconded by Ms. Ruderman, to accept the revised policies, with the exception of the Gift Policy (both staff recognition and charitable giving) and the Internet Policy.

Passed unanimously. A draft "gift agreement" form was presented. Ms. Fennelly moved to accept the amended form; seconded by Ms. Ruderman.

User Survey

Preliminary results were distributed and discussed. Mr. Murphy suggested publicity highlighting areas of dissatisfaction found in the survey. Ms. Loud will pursue.

10th Anniversary Celebration/Author Program

Christopher Castellani, winner of the Massachusetts Book Award for fiction (and an Arlington resident) has been invited to speak at the library in the spring. A fundraising program is being contemplated for May/June. The possibility of a performance by the Arlington High School Madrigal Singers will be explored. An author panel of local authors is being considered, perhaps in cooperation with the Friends of the Library.

Staff Recognition

A pen and ink sketch of the library has been made for use on staff recognition gift items. These will be awarded to staff with ten or more years of service as of December 31, 2004.
Mr. Murphy reported that the Friends of the Library Board of Directors, at the November 30th meeting, agreed to fund one-half of the cost of the staff recognition items, up to $500.

ALA Midwinter Conference

This conference is being held in Boston this year. Ms. Loud distributed the schedule of programs. She will attend some of the sessions and other staff may do so as well. Ms. Ruderman will attend the program on Library Advocacy.

Other

Ms. Fennelly suggested considering topics for warrant articles and for the Vision 2020 survey for next fall. Mr. Murphy reported favorably on the staff appreciation holiday luncheon that was held on Monday, December 13th.

Adjournment

The meeting was adjourned at 9:10 PM on a motion by Ms. Ruderman; seconded by Ms. Radochia. The next meeting will take place on January 11, 2005 at 7:15 PM.

Respectfully submitted,
Cynthia Diminture
Cynthia Diminture

Board of Trustees meeting
Dec. 14, 2004

The meeting was called to order at 7:20 PM. Attending were trustees Patricia Deal, David Castiglione, Zaldayne & Fennelly Frank Murphy, Susan Rudderman and Joyce Radochia. Barbara Muldoon was absent. Also attending were library director Maryellen Loud and ass't. director Cynthia Liminture.

- Approval of minutes – The minutes of the November 9th meeting were approved as written on a motion by Ms. Fennelly; seconded by Ms. Deal.

- Communications – ① Fox Fund-raising group has an idea to display + sell works from local artists on a 50/50 consignment with the library. Board approved the idea. ② Elaine Shea reminded the Board of her request for a memorial for Margaret Spengler. Some review & discussion took place.

Ms. Loud will find out potential town plans (Selectmen, etc.). A sub-Committee of the trustees and the library director will seek a meeting with the town manager regarding possible memorial opportunities, including town open space. A dynamic, interactive memorial is hoped for (lecture series, etc.)

- A thank-you note from Ms. Loud was received for the gifts commemorating her 20th anniversary as Library Director

- Director's Reports (Oct. + Nov.) — Items discussed were; the front door installation project, the Fox personnel fundraising deficit

FY2006 Budget Update - No feedback has been received on our budget request. A 3 million dollar deficit exists townwide.

- Donor Solicitation - Letters were mailed last week and some

responses have been received. Ms. Ruderman believes that we should do a post-card reminder follow-up to the non-responders in late January. Ms Fennelly suggests that each Trustee bring new names to be added at the october meeting before the next fundraising effort. Ms. Ruderman also suggests enhancing the business solicitation.

- approval of policies - Ms. Fennelly made a motion, seconded by Ms. Ruderman to accept the policies with the exclusion of the gift policy and the Internet policy (gifts are staff recognition and charitable giving). a draft "gift agreement" form was presented. Ms. Fennelly moved to accept the ammended form; seconded by Ms. Ruderman.

- User survey - Preliminary results were distributed. Mr. Murphy suggested publicity (the advocate) highlighting areas of dis-satisfaction in the survey. Ms. Loud will pursue.

10th anniversary celebration - / author program
Christopher Castellani, winner of the Mt Book Award for fiction, has been invited to speak in ~~late~~ the ~~winter/early~~ early spring. A fund-raising program is being contemplated for May/June. An author panel of local authors is still being considered, perhaps in cooperation with the Friends of the Library. Details on the Madrigal Singers' performance will be explored.

Lou Gorman

- Staff Recognition - a sketch of the library has been made for use on various gift items. These will be for anniversary dates ending Dec. 31st.

ALA Midwinter Conference - Ms. Hoitd passed out the schedule

Other - Ms. Fennelly suggested considering topics for: ① warrant articles ② vision 2020 survey for next October.

- Mr. Murphy reported on the Staff appreciation luncheon on [illegible] Monday

Next meeting - Tuesday, Jan. 11th

The meeting was adjourned at 9:10 PM on a motion by Ms. Rudeman; seconded by Ms. Radochia.

Robbins Library Board of Trustees
November 9, 2004

Call to Order

The meeting was called to order at 7:25PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy and Joyce Radochia. Susan Ruderman was absent. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Approval of Minutes

The minutes of the October 12th meeting were approved as written on a motion by Ms. Fennelly; seconded by Ms. Radochia.

FY06 Budget Request

Ms. Loud distributed a written budget statement and spreadsheets for the Personnel and Expense budgets.

Meeting with Brian Sullivan, Town Manager

Mr. Sullivan apprised the Board of the town's budget situation. Expenses such as employee salaries and health insurance costs and utilities are rising at a much higher rate than the property tax revenues, which are capped. As a result, there is a projected deficit of $3 million town wide for FY06. The trustees asked Mr. Sullivan detailed questions and expressed their goal of meeting requirements for State Aid certification and funding. The chair, Mr. Murphy, asked the Manager what avenues could be pursued to advocate for adequate funding of the library budget. He said that in addition to conducting fundraising activities, the Board expects to be proactive with the Selectmen and the Finance Committee during the budget process. During Mr. Sullivan's visit, the Board presented Ms. Loud with a gift in honor of her 20th anniversary as director of the Robbins Library. The silver Robbins Library commemorative spoon and a restaurant gift certificate were accompanied by many laudatory comments on Ms. Loud's tenure as Library Director.

Community Read

The Massachusetts Board of Library Commissioners awarded a grant of $7,000 for a community read program to take place next September. Ms. Loud said that the book chosen must: be available on audiotape or CD, appeal to a wide audience and have possibilities for related programming. She encouraged the trustees to become involved with this project. Members will be needed for the book selection committee and a graphic artist will be hired to produce public relations materials.

Massachusetts Book Award

Arlington resident Christopher Castellani won the Massachusetts Book Award for his fiction work “A Kiss From Maddalena” and Robbins Library Reference Librarian Ellen Wendruff wrote the study guide for the book. The Board agreed with Ms. Loud’s suggestion to ask Mr. Castellani to be the speaker at the Trustees’ spring author program.

Donor Solicitation

Ms. Loud reminded the Board that it is time for re-consideration of the DVD rental collection, as it has been in existence for one year. If the collection is allowed to continue on a fee basis, the Friends of the Library will be able to give additional money to the library to purchase materials and assist in meeting State Aid requirements. Ms. Fennelly made a motion; seconded by Ms. Deal, to continue this collection indefinitely. Passed unanimously. The trustees again discussed adding names to the general donor solicitation this year. Each trustee will provide additional names for the donor database.

Staff Recognition

Ms. Deal made a recommendation to award gifts to library staff this year for ten, twenty and thirty years of service and then to institute an ongoing staff recognition program. A suggestion was made to ask the Friends of the Library to provide 50% of the funding for the project this year. Ms. Fennelly made a motion; seconded by Ms. Radochia, to adopt an employee award program. Passed unanimously.

Community Room Use

Ms. Loud presented requests from groups seeking exemptions from meeting room policy requirements. A supervised group of 6th grade girls would like to use the Community Room weekly from December-June for a service project. The school department would like to televise a Spanish language instructional cable program each week for those with no access to cable television. The Arlington Helping Professions Alliance hopes to use the room for a health fair. No products would be sold. Arlington Community Education is planning a fundraising event with a speaker to be held in the Community Room. They are interested in charging each participant a $10 fee. After some discussion, it was the consensus of the Board to allow the first three uses of the meeting room, but to deny the last one.

Annual Report

Ms. Loud distributed a proposed outline for the annual report. The Board approved the format.

Reserves

Trustees revisited the issue of whether to continue collecting fees for reserves/network transfers. They agreed that in view of the town's difficult financial position, it would be irresponsible to reduce a source of revenue.

Director's Report

The director distributed a preliminary written report. A final report will be submitted once the Adult Services Department report is received.

Approval of Policies

Ms. Fennelly wrote a proposed revision of the policy on gifts, using information compiled from policies of other libraries. The Internet usage policy needs to be re-examined. A full discussion on policies was tabled until the next meeting.

Adjournment

The meeting was adjourned at 9:40 PM on a motion by Ms. Fennelly; seconded by Ms. Deal. The next meeting will be held on Tuesday, December 14th at 7:15 PM. Ms. Loud invited the trustees to attend the staff holiday luncheon on Monday, December 13th.

Respectfully submitted,

Cynthia Diminture

Cynthia Diminture

Trustees Meeting – Nov. 9, 2004

– The meeting was called to order at 7:25 PM. Attending were Trustees Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia, David Castiglioni, Patricia Neal. Susan Ruderman was absent. Also attending were library director Maryellen Loud and Ass't. Director Cynthia Diminture.

– Minutes of Oct. 12 meeting – accepted as written on a motion by Ms. Fennelly; 2nd ed by Ms. Radochia.

– FY 06 Budget Request – Ms. Loud distributed a written budget statement and spreadsheets for the Personnel and Expense budgets.

– Community Read – a $7,000 grant was received for a Comm. Read to take place next Sept. The book chosen will be also available on tape and video/DVD and one that is easy to read and do programming around. Ms.

had encouraged the Trustees to become involved and perhaps join the book selection committee. A graphic artist will need to be chosen to do public relations.

- Visit by Town Manager, Brian Sullivan - Mr. Sullivan apprised the Board of the status of the Town's budget situation, beginning with approx. a $3 million deficit. Expenses are rising at a rate much higher than the property tax revenues (which are capped) Employee salaries, health insurance costs and utility costs are particularly large line items. State and federal aid has not rebounded either. Even supposedly dedicated lottery funds have not come completely to the Cities/towns (state gets some) Trustees asked Mr. Sullivan detailed questions and impressed upon him the position they feel that the library holds in the Community.

Meeting state aid requirements is an important goal. Mr. Murphy asked the Town Manager what avenues could be pursued to advocate for the library budget. He expects that the Board will be more proactive with the selectman, the Finance Committee, etc. as well as pursue other fund raising avenues.

The Trustees presented Ms. Loud with a gift in honor of her 20th anniversary as Director of the Library.

— Mass Book Award – Ellen Kendruff wrote the study guide for "A Kiss from Maddalena", the winner of the MA Book Award. Christopher Castellani is the author and Ms. Loud suggested asking him to be a spring program speaker.

— Donor Solicitation - Ms. Loud reminded the Board that it is time for re-consideration of the DVD rental collection. If the program is allowed to continue the Friends will be able to

funnel more money into the budges for materials, to help meet the State aid requirements. Ms. Fennelly made a motion to Continue this collection indefinitely; seconded by Ms. Neal. Passed unan.

Solicitation - Trustees will provide additional names to add to the database.

- Staff recognition — Ms Neal has made a recommendation to award gifts for 10, 20 + 30 years of service this year, and then to institute an ongoing award recognition program. It was discussed that perhaps the Friends of the Library could be approached to fund 50% or 100% of the cost this year. Ms. Fennelly made a motion to adopt an employee awards program [~~with the hope that the Friends will also~~]; seconded by Ms. Radochia. Passed unan.

start here

- Community Room Use - Ms. Lord presented requests from

3 groups:

- 6th grade girls doing Community Service projects - each Wed. afternoon (Dec.-June)
- showing Spanish Cable TV program (for Spanish language learning) run by schools for those who don't have access to Cable TV, each week.

- Request from Arlington Helping Professions Alliance to use mtg. room for a health fair. Group is non-profit but they would be hosting "for profit" medical professionals. No products would be sold.

- Arlington Community Ed. - fund-raising event - program on Quabbin Reservoir with Mike Tougias - they would charge participants $10 fee.

The Consensus of the Board was to allow the first 3 programs, but to deny the last one.

- annual report - a proposed out-

line was distributed. (for the copy that goes to town)

—Reserves—Approx. $10,000 is collected in a year for reserves/ network transfers, which is returned to the town. The Trustees believe that, in this financial climate, it would be irresponsible to reject any source of revenue for the town.

Start here

Director's Report - is preliminary because it is missing the Adult Services segment.

—Approval of policies - Ms. Fennelly assembled a new policy on gifts using some existing policies. The policy discussion was tabled until the next meeting. Interim policy will be re-examined.

Next meeting date - Tuesday, 12/14

Trustees are invited to attend the staff holiday lunch on Monday 12/13 12-2.

Motion to adjourn by Ms. Fennelly @ 9:40 PM

Robbins Library Board of Trustees
October 12, 2004

Call to Order

The meeting was called to order at 7:15 PM. Attending were trustees Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. David Castiglioni was absent. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Approval of Minutes

The minutes of the September 23rd meeting were approved as written on a motion by Ms. Fennelly; seconded by Ms. Radochia.

Directors Report

Ms. Loud distributed copies of the August and September reports. The August report had been given verbally at the previous meeting.

Wireless Project

Ms. Diminture re-introduced the possibility of offering wireless Internet service to the public via a broadband cable modem in the library. Trustees discussed the usefulness of the project as well as funding and security issues. The Board directed Ms. Diminture to obtain an updated price quote. Ms. Ruderman will investigate sources of outside funding for the project.

Reserve Charges

Ms. Loud brought before the Board the possibility of eliminating the fee currently charged to reserve a book (.30). Only two other libraries in the Minuteman Network still charge patrons for reserves. A small number of libraries instead charge a fee for non-pickup of reserved material. As reserve notification is now done via e-mail or telephone, a mailing charge is no longer justification for the fee and patrons are becoming increasingly upset about this. Ms. Loud will bring revenue figures to the next meeting.

Fundraising

Ms. Ruderman noted that it time for the annual appeal to individuals and she reminded the Board that a plan had previously been discussed to expand the potential donor list (members of boards and commissions, town meeting members, etc.) Ms. Fennelly agreed to assist Ms. Ruderman with this project, with a goal of sending a fundraising mailing by the end of November.

FY06 Preliminary Budget Discussion

Ms. Loud told the Board that she had received feedback from Brian Sullivan after he reviewed the Long Range Plan for FY06-08. The Town Manager complimented the plan as comprehensive and well written, but believes that in terms of funding, the plan is unrealistic. Ms. Loud updated the Board on the budget process, with a November 8th deadline to submit the budget to the Town Manager. Ms. Loud distributed a preliminary proposed budget outline, taking into consideration the requirements for meeting State Aid eligibility. The trustees supported this proposal and hope that the Town Manager will attend the next Board meeting to discuss the budget.

Policies

A draft of the policy revisions was distributed. Mr. Murphy asked that trustees bring corrections, suggestions, etc. to the November meeting.

Gifts – The Board discussed providing gifts to staff members to mark anniversaries of service. Ms. Deal reported that Swanson's Jewelers could produce various items with a sketch of the library building. Ms. Muldoon will look into a source of funding, so that gifts could be awarded this year, in conjunction with the 10th anniversary celebration of the library renovation/addition.

Recognition – The trustees talked about how best to recognize donors of monetary and other gifts. Possibilities include the naming of various donated items or individual or group plaques with names of donors and/or honorees. Ms. Ruderman believes that the overall issue of recognition should be addressed in the near future.

Update on Trust Fund Allocations

This topic was deferred until the November meeting.

Adjournment

The meeting was adjourned at 9:18 PM on a motion by Ms. Radochia; seconded by Ms. Deal. The next meeting will take place on Tuesday, November 9th at 7:15 PM.

Respectfully submitted,

Cynthia Diminture

Cynthia Diminture

Robbins Library Board of Trustees
October 12, 2004

Call to Order

The meeting was called to order at 7:15 PM. Attending were trustees Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. David Castiglioni was absent. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

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Recognition – The trustees talked about how best to recognize donors of monetary and other gifts. Possibilities include the naming of various donated items or individual or group plaques with names of donors and/or honorees. Ms. Ruderman believes that the overall issue of recognition should be addressed in the near future.

Update on Trust Fund Allocations

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Adjournment

The meeting was adjourned at 9:18 PM on a motion by Ms. Radochia; seconded by Ms. Deal. The next meeting will take place on Tuesday, November 9th at 7:15 PM.

Respectfully submitted,

Cynthia Diminture

Trustees Meeting -
October 12, 2004

- Call to order. The meeting was called to order @ 7:15. Attending were Trustees Katharine Fennelly, Frank Murphy, Barbara Muldoon, Susan Ruderman, Joyce Radochia, Patricia Neal.
David Castiglione was absent.
Also attending were director Mary-ellen Loud, and ass't. director Cynthia Diminture.

- Approval of minutes - The minutes of the Sept. 23rd meeting were approved on a motion by Ms. Fennelly, seconded by Ms. Radochia.

- Director's reports (aug. & Sept.) - highlights

- Wireless - get updated quote. Trustees discussed the efficacy of the project. Ms. Ruderman will then pursue sources of funding.

- Reserve charges - Ms. Loud explained that only 2 other libraries (besides our) still

charge a fee for reserves. During bad budget times, she was reluctant to eliminate the fee. However, patron complaints have increased. Discussion ensued. Trustees instructed Ms. Lord to compile statistics regarding amount of revenues, # of reserves, number of non-pick ups. There was concern about the loss of revenues at a time when we may be asking for an increase in the library budget.

Fundraising - Time of year for annual appeal. Ms. Ruderman reminded board that we planned to expand the list to be solicited. (Town meeting members, Committee/Commission members, personal contacts of Trustees, etc.) Ms. Fennelly agreed to assist Ms. Ruderman with this endeavor. She would like this mailing to go out at the end of November. Send Ms. Ruderman a copy of current database.

FY 06 Preliminary Budget Discussion -

Ms Loud received feedback from the Town Manager regarding the LRP. He felt that, in terms of funding, the plan ~~[illegible]~~ is unrealistic. With that in mind, and the deadline for budget submission being November 1ST, Ms. Loud prepared a preliminary budget submission. Goals/objectives written in conjunction with the budget should not require any additional money, but should try to ~~[illegible]~~ make better use of services. ~~this inclu~~ Her proposal took into consideration the requirements for meeting state aid. The Trustees would like to invite the T.M. to attend the November Board meeting to discuss the budget process. The Trustees supported her preliminary figures.

no rein-statement of services/programs

- Policy(ies) - a preliminary policy revision was distributed. Trustees should review and make

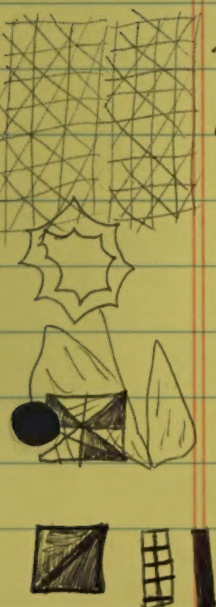
* Check for Maryellen's
20th anniversary
date - Patty & Ellen
(party)

suggestions, Corrections, etc. for the November meeting.

- Gifts - Swanson's could provide a variety of different items (in different price ranges) with a sketch of the building on it. (paperweights, mirrors, etc.) Ms. Heal and Ms. Loud will do numbers of gifts in each price range so that Ms. Muldoon can look for funding sources. [Info for next meeting, so that gifts can be awarded during anniversary year]

Honor-craft (for price comparisons) was suggested by Ms. Ruderman

Recognition - for gifts (monetary or otherwise) - Trustees discussed how best to do this, such as a public plaque in the lobby, etc. Mr. Murphy and Mr. Castiglioni recommended the placement of a plaque in the Childrens Rotunda lobby in response to a woman who wants to donate a sum of money in memory of a Child. (one large plaque in the Childrens Room and one large plaque in the adult lobby to include



all of the names in an amount over a certain $.

Ms. Ruderman believed that the larger issue of recognition should be addressed in the near future (including for bequest intentions)

Lecture series to be named after someone? (public policy series)

Mr. Murphy will call the potential donor to explain the status.

- Update on Trust Fund Allocations - deferred until next meeting.

Ms. Radochia moved to adjourn at 9:18; seconded by Ms. Neal.
Next meeting - Tuesday, 11/9

Robbins Library Board of Trustees
September 23, 2004

Call to Order

The meeting was called to order at 7:20 PM. Attending were trustees David Castiglioni, Katharine Fennelly, Frank Murphy and Joyce Radochia. Patricia Deal, Barbara Muldoon and Susan Ruderman were absent. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Approval of Minutes

The minutes of the August 10th meeting were approved on a motion by Ms. Fennelly; seconded by Ms. Radochia.

Communications

Mr. Murphy reported that John Bilafer, the Town Treasurer, will be setting up a committee to prepare a trust fund growth management policy.

Director's Report

Ms. Loud gave a verbal report, including the following items: The project to clean and re-point the outside of the building is going well. It has been evaluated on an ongoing basis by the preservation consultant. The project is expected to take approximately one more week to complete. The outside front doors have been replaced but the new ones are also heavy. The contractor has made some adjustments and will contact the manufacturer to work on a solution. The push buttons for the automatic doors are somewhat erratic in their operation. There is a punch list of additional items to be completed by the contractor. Pigeons perching on the building have become a problem again. Birdmaster will estimate the cost of additional preventive netting. A minor flood from the mechanical room damaged ceiling tiles and wet rugs on the second and third floors. Much work has been done on the Long Range Plan for the library. October 13th is the date for the discussion of "Whale Rider", the book chosen for the Arlington Community Read by the Diversity Task Force. Chamber of Commerce members will be invited to a breakfast/tour here with emphasis on communicating what resources (including online databases) the library can provide to business owners. Town Day was a great success. Ms. Loud suggested that the Board purchase a canopy for the table for next year's event. Ms. Fennelly made a motion to allocate up to $300 for this purchase; seconded by Ms. Radochia. Passed unanimously. Non-library parkers continue to be a problem for people trying to use the library. Ms. Loud has been in contact with the police department concerning solutions, possibly including signs with stronger wording regarding violators. She will continue to follow up on this.

Approval of Long Range Plan

Ms. Loud distributed a draft of the plan. It included the Introduction/Methodology, Library Analysis, Library Mission Statement, Goals/Objectives/Activities and Activities by Fiscal Year, as well as an appendix which included Census Data, Community Vision Statement, Community Needs Assessment, Community Needs to be Addressed by the Library, the User Survey and User Survey Results. There was discussion of the proposed plan. Regarding the Activities by Fiscal Year, the Board recommended strengthening the "funding" goal by including quantifiable measures and by moving it to a more prominent place in the plan. Ms. Fennelly made a motion to approve the plan as amended; seconded by Ms. Radochia. Passed Unanimously. Ms. Radochia commended the Long Range Planning Committee on their hard work and the production of a comprehensive plan.

Schedule of Holiday Closings – 2005

Ms. Fennelly moved to adopt the revised schedule; seconded by Mr. Castiglioni. Passed Unanimously.

10th Anniversary Celebration Update

The banners to be hung on Massachusetts Avenue have been produced, but part of the order came without the necessary grommets, so they will be sent back for re-work. The plan is to have them up as soon as possible after October 1st. An overdue fine amnesty month will be upcoming.

Author Program/Request from Authors

Perri Klass, M.D., will be speaking at the Trustee Author Program on Monday, September 27th. Ms. Radochia volunteered to introduce the speaker. Books will be available for sale and signing. Ms. Loud had a recent request from a local author to speak at the library about a recently published book. Since we have also had requests from other local authors, the consensus was to arrange a local author panel for the near future. Perhaps the Friends of the Library could sponsor or co-sponsor this.

Policy on Naming Opportunities

Mr. Murphy reported that he had discussions with Mr. Castiglioni on this topic. He distributed a draft of a revised gift policy. Issues to be addressed will be discussed and reviewed at the next meeting.

Use of Meeting Rooms by Town Departments

The Board received three requests for exemptions to the meeting room policy regarding charging participants for programs held there. The town Recreation Department would like to schedule yoga classes for young children and to charge a modest fee to cover expenses. The consensus of the Board was to allow this usage on an experimental basis for a year. With school meeting space at a premium due to building projects, the Board thought they should try to accommodate a town department for its space needs. Similarly the Arlington Community Education Department would like to offer English as a Second Language classes at the library with a charge for participants. They are trying to get a grant to provide sliding scale fees. The trustees felt that this program was in keeping with the library's mission and therefore approved the exemption. A request by the Arlington Children's Theater to charge for programming in the library meeting room was not approved.

Trust Fund Update

Vicky Slavin made a request for funding for the circulating print collection. Ms. Fennelly made a motion; seconded by Mr. Murphy, to appropriate $4,972 from the Robbins Print Fund to accomplish this project. Passed unanimously. The Board approved Ms. Loud's suggestion that the remaining fundraising money be used to pay the periodical subscription invoice.

Preliminary Discussion of FY06 Budget Preparation

Ms. Loud will use the newly created long-range plan to define requests.

Trustee Agenda Calendar

The consensus was to approve this with some additions such as the spring and fall author programs and the staff appreciation party.

Adjournment

The meeting was adjourned at 9:30 PM on a motion by Ms. Fennelly; seconded by Ms. Radochia. The next meeting will be held on Tuesday, October 12th at 7:15 PM.

Respectfully submitted,

Cynthia Diminture

Cynthia Diminture

absent were Ms. ~~Radoch~~ Ms. Ruderman, Ms. Muldoon & Ms Deal.

Trustees Meeting – Sept. 23, 2004

The meeting was called to order at 7:20 PM. Attending were: Trustees David Castiglione, Joyce Radochia Frank Murphy, Katharine Fennelly, ~~Susan Ruderman~~. Also attending were L. Director Maryellen Loud & Ass't. Director Cynthia Klimentine

Minutes of the Aug. 10th Meeting – approved on a motion by Ms. Fennelly; 2nd ed by Ms Radochia

Communications – Reported by Mr. Murphy

Mr. Belafer (Treasurer) will be setting up Committee.

Trust Fund Drouth man policy. [✓

– Director's Report (verbal) – Cleaning/repointing of outside of building is going well. It has been evaluated, on an ongoing basis by the Preservation Consultant. It should be done mid-end of next week.

Doors – Replacement doors are still heavy. The Contractor is

Contacting manufacturer regarding pounds of force which do not meet specifications. There is also a punch list of items to be completed by contractor. Push-buttons for the automatic doors are erratic.

- Pigeon problems have resurfaced. Bird Master will give a quote to install more preventative fencing.

- Minor flood from mechanical room damaged ceiling tiles + wet the rug, which has been dried.

Community Read - Oct. 13th is the date for the Whale Rider discussion.

LRP has been worked on.

Chamber of Commerce breakfast will be attended by about 15 members.

Town Day was successful. A Canopy will be obtained for next year. Ms Fennelly made a motion to allocate up to $300 for this purchase; seconded by Ms. Radochia. Unan.

Library Parking only sign - Ms. Lord would like to install a sign with stronger language re: parking violators (library parking only - violators will be towed) She has been in contact with the police department.

Start here with minutes

Approval of long range plan - Ms. Lord distributed a draft of the plan. It included Introduction/ Methodology, Library Analysis, Library Mission Statement, Goals/objectives & activities, Activities by fiscal year as well as an appendix which included census Data, Community Vision Statement, Community Needs Statement, Community Needs to be addressed by the library,

User survey results & User survey.
Suggested objective - Collaboration with town re: Cable access Commission for technology improvements (video feeds in Community Room, etc.)

Activities by fiscal year - The Board recommended strengthening the "funding" goal by including quantifiable measures (% of mun. approp. needed to meet State Aid, etc.) and also moving it forward of where it is now located. (the first topic under activities by year) and under "Goals & objectives".

Ms. Fennelly made a motion to approve the plan as ammended; seconded by Ms. Radochia. Unan. Ms. Radochia commended the Committee on their hard work & the production of a Comprehensive plan.

- Schedule of holiday closing - Ms. Fennelly moved to adopt the revised schedule; seconded by Ms. Castiglioni. Unan.

- Tenth anniversary celebration update - The banners have been received but some need grommets. The plan was to have them up by October 1st.

Call Flag graphics re: banners

Amnesty month - ~~october~~ November.

- Author program - Perri Klass will be here on Mon., 9/27. Ms. Radichia volunteered to introduce the speaker. Friends will provide paper goods.

paper goods - see what the Friends have left

- Request from an Arlington resident to speak at the library (Mary Mason) on her book regarding disabled womens' lives. Also a request from another local author. In 2005, we may arrange to have a local author panel.

- Policy on naming opportunities - Mr. Murphy reported that he met with Mr. Castiglioni on this topic. He distributed a draft policy re: gifts (items or money).

issues to be addressed will be discussed and resolved at the next meeting.

— Use of meeting rooms by town depts. and the A.C.T.

— Rec. dept - Yoga Class for 3-4 children & parents - once per week/1 hour
④ 6-week sessions
$50 per parent would be charged
one session has been arranged on an experimental basis.

— Community Ed. Dept — ESL Courses during the day 8-10 people in class Now $99/10 sessions; trying to get a grant to provide sliding scale fees.
Twice per week or one, alternately.

The consensus of the Board was to allow this usage by town Departments for at least a year.

partially by because school

The proposal by the Arlington Children's Theater for an exemption to charge a fee was not approved.

Trust fund update-

Request from Vicky Slavin for funding for a Puri program. Ms. Fennelly moved to appropriate $4,972 from the Robbins Puri Fund to accomplish this project; seconded by Mr. Murphy. Passed unan.

17,000 non-designated per. invoice

- Ms. Loud proposed paying the periodical invoice with some of the $17,000 in trust funds that had not been previously designated for a specific purpose. Agreed.

— Prelim. discussion of FY06 budget preparation. Ms. Loud will use long range plan to define requests.

- Trustee agenda calendar— approved with some additions

- Timeline for trustee projects -

Mr. Fennelly moved to adjourn at 9:30 PM; seconded by Mr. Radocchia. The next meeting will be held on Tuesday, October 12th at 7:15 PM

Robbins Library Board of Trustees
August 10, 2004

Call to Order

The meeting was called to order at 7:20 PM. Attending were trustees David Castiglioni, Patricia Deal, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Katharine Fennelly was absent. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Approval of Minutes

The minutes of the June 8th meeting were approved as amended, on a motion by Ms. Deal; seconded by Mr. Castiglioni.

Communications

Mr. Castiglioni reported that the Elbridge Farmer Fund gave the library $1,396 from its earnings. Barbara Muldoon and Patricia Deal have become trustees of the Farmer Fund.

Directors Report

Ms. Loud distributed copies of the June and July reports. Items discussed were the replacement of a coil in the air conditioning system, the postponement of the staff workshop and the flood in the Fox Branch basement during a period of heavy rain.

Town Day Booth

Again this year, the trustees will staff a booth on Massachusetts Avenue on Town Day. Ms. Deal, Ms. Radochia, Ms. Fennelly and Mr. Castiglioni each agreed to work a shift. A free raffle will be held for a bookstore gift certificate.

State Aid Materials Requirement

Since there are small increases in the municipal budget for utilities, building maintenance and cost of living raises, the amount (13%) of the overall budget that must be spent on library materials must be greater than last year, in order to meet this requirement for State Aid eligibility. The Friends of the Library will make gifts of approximately $8,000 and fundraising monies and gifts will also be allocated to materials purchasing. Trust funds may absorb more of the materials spending as well.

Review of FY05 Administrative Goals

Ms. Loud mentioned that the revision of the library web page has been delayed and so the goal has been carried over into the new fiscal year. A user satisfaction survey (150 participants) was done and the results are being tabulated. A second round of surveys will be done in the fall. Ms.

Ruderman suggested handing some surveys out at Town Day. Ms. Loud feels that some re-wording is in order for the administrative goal referring to the State Aid requirement.

Approval of FY2005 Trustee Goals

After some review, the goals were approved on a motion by Ms. Deal; seconded by Ms. Ruderman.

FY2004 Russell Fund Expenditures and Approval of Report and FY2005 Allocation –

Mr. Castiglioni gave this report. In FY2004, $29,776 was expended from a budget of $30,010. The proposal for this year is for a budget of $29,974, broken down in the following categories: coordinator salary, baby bundles, kindergarten kits, programs, materials, young adult and supplies. Several coupons for free books associated with the kindergarten kits were not redeemed this year. It was suggested that additional contacts with the schools need to be made. Ms. Ruderman volunteered to help with this. Another idea offered was to distribute the kits later in the school year. The Board reviewed the annual report of the fund for FY04. Mr. Castiglioni suggested noting the number of program attendees. A suggestion was also made to differentiate sections on children's and young adult programs and materials. Costs for these items will be broken out. The FY04 report and FY05 budget proposal were approved on a motion by Ms. Deal; seconded by Ms. Ruderman. Passed unanimously.

Report of FY2004 Trust Fund Expenditures and Approval of FY2005 Allocation

Ms. Muldoon gave these reports. The income earned on the funds went up last year. There has also been improvement in the capital gains on the funds, as of June 30th. Ms. Muldoon proposed a total trust fund budget of $34, 218, of which approximately $15,000 would be allocated for library materials. Ms. Loud told the Board that this will leave the library about $10,000 short of the amount needed to meet the State Aid materials requirement. Fundraising efforts or the Friends of the Library will be called upon to make up the difference. The amended allocations were approved on a motion by Ms. Deal; seconded by Ms. Radochia. Passed unanimously.

Author Program

Perri Klass, M.D., will speak at the trustee author program on Monday, September 27th. Her latest novel, "The Mystery of Breathing" will be available for purchase. A flyer will be available at Town Day and a mailing will be done.

10th Anniversary Celebration

An alternative vendor for the banner printing was located after the original vendor raised the price quote significantly. Permission from the Board of Selectmen will need to be obtained to hang the banners on Massachusetts Avenue.

Speed Reads

Ms. Loud reported that staff has been investigating these collections and will start a trial collection.

Long Range Plan Update

There will be separate sections for “Technology” and “Public Relations” with accompanying goals and objectives. These will not be interwoven with the existing sections. The mission statement will be revised. Ms. Loud is working on the rough draft of the plan, with a goal of completion by September 1st. A meeting of the Long Range Planning Committee will be scheduled for September 15th/16th, with the Board of Trustees meeting deferred until September 21st. The plan must be submitted to the Board of Library Commissioners by October 1st.

Fundraising Plan

Ms. Ruderman asked to defer this for a month or two.

Policy on Naming Opportunities

Mr. Murphy and Mr. Castiglioni will work together on this.

Policy Update

Ms. Loud completed a draft of the policy revision. The revision has been forwarded to Mr. Murphy and Ms. Fennelly for review.

Staff Recognition

This topic was deferred to a future meeting.

Other

In a review of the Fox fundraising account, Ms. Loud noted that there is only a small amount of money left and is checking recent deposits for a more accurate balance. This is the fund that pays for a third open day per week. Municipal funding pays for the other two days.

Adjournment

The meeting was adjourned at 9:35 PM on a motion by Mr. Castiglioni; seconded by Ms. Deal. The next meeting will take place on Tuesday, September 21st at 7:15 PM.

Respectfully submitted,

Cynthia Diminture

Cynthia Diminture

Trustees meeting - August 10, 2004

- Call to order - the meeting was called to order @ 7:20 PM. Attending were Trustees David Castiglioni, Frank Murphy, Barbara Muldoon, Patricia Neal, Susan Ruderman, Joyce Radochia, Katherine Ferrelly was absent Also attending were library director Maryellen and Assistant director Cynthia Diminture

- Approval of minutes -
The minutes of the June 8th meeting were approved as ammended on a motion by Ms. Neal, 2nd ed by Mr. Castiglioni.

- Communications - Mr. C. reported that the Farmer Fund gave the library $1396 from its earnings Ms. Muldoon and Ms Neal have become trustees of the Farmers fund.

- Directors reports (June + July) Discussions took place about the replacement of the coil for the Chiller and the postponement of the staff workshop, and the flooded basement at Fox.

and the Maintenance Dept. (or whomever) will have to do the hanging.

- Speed reads - a trial of this collection will take place.

- Long-range plan update - Public Relations and Technology will have their own sections, with accompanying goals and objectives (these won't be interwoven with other sections) The mission statement will be revised. Ms. Loud is working on the rough draft with a goal of completion by Sept. 1st. A meeting of the LRP committee would be scheduled for Sept. 15/16th, with a full Trustees' meeting deferred until Tuesday, Sept. 21st. The plan must be submitted to the BLC by October 1st.

other - Ms. Loud reviewed for Fox fundraising account and saw that there is only a small amt. left in the account. Ms. Loud is re-checking the deposits

- Town Day booth - Sept. 11th - Trustees were asked to sign up for shifts to work at the booth.

9:30 - 11:30 Pat Deal
Joyce Radochia

11-1 Kathy Fennelly

1:30 - 3 David Castiglioni

a free raffle will be held for a bookstore gift certificate.

- State Aid materials requirement since there are small increases in the municipal budget for utilities, building maintenance and cost of living raises, the % (13) of the overall budget that must be spent on library materials must be greater than last year. Friends will donate approximately $8,000 and fund-raising money and gifts will also be allocated to materials. Trust funds may absorb more of the materials spending as well.

with the Fox fund raising groups' treasurer and liaison.

- Policy update - Ms. Boyd completed a draft of the policy revision. They have been forwarded to Ms. Fennelly + M. Murphy for review.

- Fund-raising plan - deferred for a month or two

- Policy on naming opportunities - M. Murphy and M. Castiglioni will pursue this.

The meeting was adjourned at 9:35 PM on a motion by M. Castiglioni; 2nd ed by Ms. Neal.

The next meeting - Tuesday, 9/[illegible]

-3-

- Review of FY05 administrative goals - Ms. Pond mentioned that the revision of the library web-page will be out for testing within approx. one week. A user satisfaction survey was done (150) and the results are being tabulated. Results will be back this Friday. A second round of surveys (#350) will be done in the fall. Ms. Ruderman suggested handing out some surveys at Town Day. The goal regarding state aid requirement will have the wording slightly re-worked.

- Approval of FY2005 Trustee goals - After some review, the goals were approved on a motion by Ms. Neal; 2nd ed by Ms. Ruderman.

- FY 2004 Russell Fund expenditures & approval of Report and FY2005 Allocation. $29,776 was expended out of a budget of $30,010. The proposal for this year is for $29,974 broken down in the following categories (Coordinator

Mr. Castiglione gave this report

salary, baby bundles, K-kits, programs, materials, young adult, and supplies. A suggestion was made to distribute ~~baby bundles~~ K-kits later in the school year. Several coupons were not redeemed this year. Perhaps additional contacts at the schools may need to be developed. Ms. Ruderman volunteered to help out with this. Ms. Neal made a motion to approve the FY05 Russell Fund budget proposal and the report; seconded by Ms. Ruderman. Unan. The annual report (FY04) was reviewed by the Board. Mr. Castiglioni suggested noting the number of program attendees. A suggestion was also made to differentiate sections on Children's and young adult programs and materials. Costs for these items will be broken out.

— Report of FY04 Trust Fund expenditures and approval of FY05 allocation — Ms. Muldoon gave these reports. The income earned on the funds went up last year. There was also improvement

[Total of all funds - principal - 2.2 million]

in the capital gains on the funds (as of June 30th) Ms. Muldoon proposed a total budget of $34,218 (approx. 15,000 of this would be for materials) Ms. Ford believes that this will leave us short approx $10,000 for meeting state aid. Either fund-raising efforts or the Friends of the Library would be called upon to make this up. The ammended allocations were approved on a motion by Ms. Neal; 2nded by Ms. Radochia. Unan.

-Author program - Perri Klass, MD will speak on Monday, Sept. 27th a flyer will be available for Town Day. A mailing will need to be done (after Town Day) The latest book (fic) will be sold at the program.

-10th Anniversary Celebration - original cost quote for the banners was raised quite a bit. Ms. Ruderman found another vendor who could do the banners for $1,000 less. A permit will be needed to hang the banners

Robbins Library Board of Trustees
June 8, 2004

Call to Order

The meeting was called to order at 7:20 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Approval of Minutes

The minutes of the May 18th meeting were approved as written on a motion by Ms. Ruderman; seconded by Ms. Radochia. The Board expressed appreciation to Ms. Diminture for taking the minutes of the Trustee meetings during FY04.

Director's Report

The board reviewed the written report of the director. HVAC problems were discussed.

Preliminary Discussion of FY05 Administration and Trustee Objectives

Administrative – For meeting the materials expenditure requirement to receive state aid payments, Ms. Loud is formulating some plans to include a combination of Friends of the Library funds, solicitation money and trust funds. Ideas will be solidified at the August meeting. Trustee - It is the belief of the Board that a critical objective is the maintenance of strength of staffing and resources and the accessibility of the collection at the central library facility. They would also like to promote 3D; encourage the growth and participation and recognize the interest and support of the Friends of the Robbins Library and other individuals and groups in the community. These objectives will be revisited at the August meeting.

DVD Collection

Ms. Ruderman expressed concern about the rental DVD collection. It was the consensus of the Board to revisit this pilot project at the end of one year, in November. Vicky Slavin, who selects the video recordings for the library, will be invited to a future meeting to discuss the current state and future of video purchasing.

Preliminary Russell Fund Allocations

The recommended budget allocation for FY05 is $30,000. Fund breakdowns will be voted at the August meeting.

Review of Trust Funds and FY05 Budget

Ms. Loud reminded the Board that the FY05 municipal budget includes no increases for library materials but does include increases for cost of living raises, building repairs and utilities costs, raising the total budget over last year. For this reason, the amount of money (13% of the overall budget) that must be allocated to library materials to meet the State Aid requirement must also increase. This will make allocating trust funds more difficult since trust fund monies may need to absorb some of this increase.

Anniversary Celebration

June has been proclaimed Robbins Library Month in the town of Arlington. Ms. Fennelly presented her research regarding library banners to hang on the poles along Massachusetts Avenue. The preferred size was 24"x48", at a cost of $2,000, as previously researched by Ms. Ruderman. Trustees will ask the Friends of the Library to pay one-half of the extra cost to obtain the large banners. Ms. Fennelly made a motion; seconded by Ms. Deal, to obtain fifteen pairs of 24"X48" double-sided banners for a cost of up to $1,000, to be taken from the Farmer Fund. Passed unanimously.

Author Program

Perri Klass has agreed to speak at the program on Monday, September 27th to discuss her latest novel as well as answer audience questions on her previous books.

Election of Officers

The nominating committee, consisting of Ms. Radochia and Ms. Fennelly, presented a slate of officers for FY05. They are as follows: Chair – Frank Murphy, Vice-Chair – Susan Ruderman, Trust Fund Liaison – Barbara Muldoon and Russell Fund Liaison – David Castiglioni. Ms. Fennelly moved, with a second by Ms. Deal, to accept the slate of officers as presented. Passed unanimously.

Memorial Review

Elaine Shea sent a thank-you note to the Board for the opportunity to present a memorial request at the last trustees' meeting. Although some preliminary discussion took place, no decision has been reached regarding this request. Ms. Loud brought before the Board a recent request by a patron to give the library a permanent memorial for her deceased child. After some discussion, the Board members agreed that the library's policy on memorial gifts needs review. Ms. Ruderman and Mr. Castiglioni agreed to work on this.

Friends of the Library Update

Ms. Diminture updated the Board regarding the activities of the Friends of the Robbins Library. Mentioned were the annual meeting and election of officers held in April, the successful May book sale and the Skinner appraisal program scheduled for November.

Other

Mr. Castiglioni noted that the Elbridge Farmer Fund is seeking new trustees. The primary commitment is an annual meeting held in July.

Adjournment

The meeting was adjourned at 9:30 PM on a motion by Ms. Ruderman; seconded by Ms. Deal. The next meeting will be held on Tuesday, August 10th at 7:15 PM.

Respectfully submitted,
Cynthia Diminture
Cynthia Diminture

Trustees - June 8, 2004

- Call to order - The meeting was called to order at 7:20 PM. Attending were Trustees Joyce Radochia, Susan Ruderman, Barbara Muldoon, Frank Murphy, Katharine Fennelly, David Castiglioni + Patricia Neal. Also attending were Director Mary-ellen Loud and assistant director Cynthia Diminture.

- Approval of minutes - Meeting minutes of May 18th were approved as written on a motion by Ms. Ruderman; seconded by Ms. Radochia. The Board expressed its appreciation to Ms. Deminture for taking the minutes of the meetings

- Communications - under Memorial Review

- Director's report - The Board received the written report of the director. The HVAC problems were discussed.

— Preliminary discussion of FY05 administration and Trustee objectives —

administrative;
For the objective of devising ways to meet the material expenditure requirement to receive State aid, Ms. Loud is formulating some plans to include combination Friends of the Library spending, solicitation money, Trust funds, etc. to meet the requirement. Ideas will be solidified at the August meeting.

Trustee;

a Critical objective, in the belief of the board members, is the maintenance of strength of staffing & resources & the accessibility of the collection at the Central library facility.

They would also like to promote 3D, Encourage the growth & participation and recognize the interest and support of the Friends of the Robbins Library and other individuals and groups in the Community.

These objectives will be revisited at the August meeting.

-DVD Collection - Ms. Ruderman expressed concern about the rental collection of DVDs.
Consensus?

-Russell Fund Budget Report - Mr. Castiglioni gave the report on the status of the fund. The balance of $3260 will be expended by the end of the fiscal year.

-Anniversary Celebration - The summer concert with birthday cake took place on Friday, June 4th, with about 200 participants. The Selectmen proclaimed

- Preliminary Russell Fund Allocations - The recommendation will be to allocate a $30,000 budget for FY05. At the August meeting, the fund breakdowns will be voted.

June Robbins Library month in the Town of Arlington.

Banners - Trustees liked the look of the 24x48 size (large) (30 banners). They will ask the Friends of the Library to shoulder ½ of the extra cost. Ms. Fennelly moved to obtain 15 pairs of 24x48 double-sided banners for a cost of up to $1,000 to be taken from the Farmer Fund; seconded by Ms. Neal. Passed unanimously.

e-mail Friends

- Author program - Perri Klass will speak on Monday, Sept. 27th to discuss her latest fiction book and will answer questions on any of her previous books.

Frank
Susan

- Nomination of officers - For next year, the following Slate of officers was presented:

Motion made by Ms. ~~Neal~~ Fennelly; seconded by Ms. Neal.
unanimously accepted.

Frank Murphy - Chair
Susan Rudolman - Vice-Chair
Trust Fund Liaison - Barbara Muldoon
Russell Fund Liaison - David Castiglioni

- Memorial Review - Elaine Shea sent a thank-you to the Board for the opportunity to present her memorial request at the last Trustees meeting. Some preliminary discussion took place regarding the merit of the request.

Trustees also discussed a request by a patron to provide funding for a memorial of her deceased

Child.
the Trustees
agreed that the policy on memorial gifts to
should be revised. Ms. Rudder-
man & Mr. Castiglioni will work
on this.

Friends of the Library Update - Ms.
Demintiere updated the Board
regarding the activities of the
Friends of the Library. Men-
tioned were the annual meet-
ing & election of officers, the
spring book sale and the up-
coming appraisal program.

- other - Mr. Castiglioni noted that the
Elbridge Farmer Fund is seeking
Trustees. there is an annual meeting in July.

Adjournment -
The meeting was adjourned
at 9:30 on a motion by
Ms. Rudderman; 2nded by
Ms. Deal

The next meeting will
take place on Tuesday,
Aug. 10th.

Robbins Library Board of Trustees
May 18, 2004

Call to order

The meeting was called to order at 7:15 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture. Guest Elaine Shea attended for a portion of the meeting.

Approval of Minutes

Ms. Ruderman made a motion; seconded by Ms. Fennelly, to approve the minutes of the April 7th and April 13th meetings, with corrections.

Communications

Ms. Loud brought to the attention of the Board the publication from the MLTA, the Massachusetts Library Trustee Association. Trustees would like Ms. Loud to continue distributing this to them.

Appointment with Elaine Shea

Ms. Shea attended the meeting with a proposal that the library addition be dedicated to the memory of Margaret Spengler, who served the town in a variety of ways. Ms. Shea described Mrs. Spengler as a vital community resource who nurtured the love of reading in children. She feels that this memorial would be in keeping with the mission of the Robbins Library. The trustees agreed to take this proposal under advisement. Ms. Loud believes that this decision is not solely within the jurisdiction of the Board of Trustees.

Directors Report

The Board reviewed the written monthly report. Ms. Loud discussed the results of the Vision 2020 survey that was mailed to all Arlington residents.

Long-range Plan

Ms. Loud reviewed with the Board the planning process. The trustees discussed the recommendations of the planning committee regarding their selection of the service responses. Ms. Fennelly made a motion to accept the service roles as recommended by the Long-range Planning Committee; seconded by Ms. Ruderman. Passed unanimously. Ms. Loud also discussed the group's view of the community vision and the SWOT

analysis (Strengths, Weaknesses, Opportunities, Threats). Ms. Loud will thank the participants for their input.

User Survey

A volunteer has collaborated with Ms. Loud on the design of a user survey. Ms. Fennelly made a motion; seconded by Ms. Ruderman, to expend up to $3,000 to pay for the tabulation of the survey results, to be taken from the Farmer Trust Fund. Passed unanimously.

Russell Fund Budget Report

Mr. Castiglioni reported on the status of the fund. Of the $30,010 originally budgeted for FY04, approximately $3,000 is remaining. Ms. Loud assured the Board that the balance will be expended by the end of June.

Trust Fund Budget Report

Ms. Muldoon reported on the spending of trust fund monies. Small balances remain in some categories, including brochures/newsletter, sign language interpreters and bindery.

Fundraising

Ms. Ruderman reported that the annual business solicitation should take place before the end of June or be delayed until September. She believes that previous business donors should receive letters, as will ten-twelve additional identified businesses with proven sales. A later campaign would be the solicitation of specific businesses for special projects such as the wireless project.

Community Read

Ms. Loud attended an interesting program on community reads at the Massachusetts Library Association annual conference. She reported to the Board that the title selected for the upcoming community read is “Whale Rider”. This will take place in October in conjunction with Arlington Diversity Month, which the trustees agreed to co-sponsor. Activities related to the book will be conducted, possibly including a charitable undertaking.

Anniversary Celebration

Ms. Fennelly distributed an updated timeline of activities for the year. The Friends of the Library have agreed to allocate up to $500 to pay for banners, to be matched by trust funds. A proclamation will be signed by the Board of Selectmen declaring June Robbins Library month in the town of Arlington.

Author Program

Perri Klass has agreed to speak, but a spring date could not be arranged. This will be scheduled for the fall, in late September or early October. An honorarium of $500 will be offered.

Appointment of Nominating Committee

Ms. Fennelly and Ms. Radochia volunteered to serve as the nominating committee to select a slate of officers to be presented at the June meeting.

Adjournment

The meeting was adjourned at 9:50 PM on a motion by Ms. Fennelly; seconded by Ms. Radochia. The next meeting will take place on June 8th at 7:15 PM.

Respectfully submitted,
Cynthia Diminture
Cynthia Diminture

Trustees Meeting - May 18, 2004

The meeting was called to order at 7:15 PM. Attending were trustees Frank Murphy, Joyce Radochia, Katharine Fennelly, Susan Ruderman, Barbara Muldoon, David Castiglioni, Patricia Neal. Also attending were library director Maryellen Loud and assistant director Cynthia Demixture

Minutes — Ms. Ruderman moved, seconded by Ms. Fennelly to approve the minutes of the April 7th & the April 13th meetings, with corrections.

Communications — Ms Loud brought to the attention of the Trustees the publication from the MLTA, the Mass Library Trustees Association. She will continue to distribute this to the Trustees.

— Appointment with Elaine Shea — Visited because of deep affection for Reg Spengler who had an influence on many lives in

Arlington and who served the Community in ways too numerous to list. Peg Spengler was a vital Community resource and nurtured the love of reading in Children. These qualities dovetail with the Mission Statement of the Robbins Library. After some reminiscences, Ms. Shea proposed that the Library Addition be named in Mrs. Spengler's memory. The Board will explore this option, topic (taken under advisement) This will be put on the agenda for the June meeting. Ms. Loud believe that this decision is not solely the jurisdiction of the Board of Trustees.

Director's report -
Ms. Loud discussed the results of the Vision 2020 survey that was mailed to all residents.

- Long-range Plan - Ms. Loud reviewed for the board the planning process. The Trustees discussed the recommendations of the planning committee regarding their selection of the →

service responses. Ms. Fennelly made a motion to accept the service roles as recommended by the L.R. planning Committee; seconded by Ms. Ruderman. Passed unanimously. Ms. Lord will thank the participants for their input.
Ms. Lord also discussed the group's view of Community vision, the SWAT analysis.

- User Survey - Ms. Fennelly moved, seconded by Ms. Ruderman
Farmer Fund to expend up to $3,000 to pay for tabulation of the survey results, to be taken from the Farmer Fund. Passed unan.

- Russell Fund budget report -
30,010 Mr. Castiglioni reported on the
Status of the funds. Of the
24,705 $30,010 originally budgeted,
approximately $3,000 is
5,384 remaining. Ms. Lord assured
after tonight's bills approx 3,000 the board that the remainder
will be expended by the
end of June.

- Trust Fund budget report - Monies still remain in YA, bindery, Conferences/workshops, newsletters brochures, sign language interpretors, fundraising, anniversary celebration.

digital camera

- Fundraising - Ms. Rudeeman reports that we need to step up the time frame for the annual business solicitation or delay it to ~~July~~ Sept. She believes that we could target 10-12 businesses with good sales, as well as all previous business donors. The other would be to identify some businesses to solicit for special projects, such as the wireless project. Ms. Rudeeman requests the list of businesses that gave before.

Citizens Bank

business donor list

- Community Read - Ms. Soud reported that the book selected was "Whale rider". She attended an interesting program at MLA on Community Reads.

Trustees agree to Co-sponsor Diversity Month.

Activities will be planned in conjunction with the Community Read. Charitable activities could also take place (Save the whales, etc.) [Harvard Museum of Natural History, Comparative Zoology]

- Anniversary Celebration - Ms. Fennelly distributed an updated time line of activities. Friends have agreed to pay up to $500 to pay for banners, to be matched by the Board of Trustees. A proclamation will be signed on May 24th declaring June Robbins Library Month in the town of Arlington. "Ten favorite books" list will be distributed.

Skinner night - put on Friends agenda

- Author program - Perri Klass has agreed to speak, but a spring date could not be agreed upon. She will be scheduled for the fall. An honorarium of $500 will be offered. This will take place at the end of Sept./beginning of Oct.

- Appt. of nominating Committee: Ms. Fennelly + Ms. Radochia

volunteered to select a slate of officers to be presented at the June meeting.

June 8th next meeting - Mr. Fennelly moved to adjourn at 9:50; seconded by Mr. Redo-Chia

Robbins Library Board of Trustees
April 13, 2004

Call to Order

The meeting was called to order at 7:15 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud, assistant director Cynthia Diminture. Present for a portion of the meeting were guests Brian Sullivan, Town Manager and John Deyst, the library's liaison to the Finance Committee.

Approval of Minutes

The minutes of the March 9th meeting were approved as corrected, on a motion by Ms. Ruderman; seconded by Ms. Deal.

Communications

Ms. Loud received a request from Elaine Shea to attend the next trustees' meeting to discuss the possibility of a memorial to Margaret Spengler.

Author Program

Ms. Loud will contact Anita Diamant's representative. She will also get in touch with Perri Klass.

Annual Report Flyer for the Public

Ms. Loud distributed a draft of the flyer. Trustees made changes in wording and syntax and re-ordered the bulleted items on the inside. A request was made to include a notation about the source of the figures in the table. Completed flyers will be distributed at Town Meeting.

Meeting with the Town Manager

Brian Sullivan, Town Manager, gave an update on the town's budget situation. The deficit appears to be less than originally predicted. Ms. Fennelly and Ms. Radochia reported on the work of the committee that is planning the tenth anniversary celebration. They showed the manager the timeline of activities. Ms. Diminture talked about the Friend of the Library and Ms. Ruderman reported on the trustees' fundraising activities. Mr. Sullivan asked the board members about the most pressing

Robbins Library Board of Trustees
April 13, 2004

Call to Order

The meeting was called to order at 7:15 PM. Attending were trustees David Castiglione, Patricia Deal, Katharine Fennelly, Barbara Muldoon, Eileen Murphy, Joyce Radochia and Susan Sanderson. Also attending were library director Maryellen Loud, assistant director Cynthia [illegible]. [illegible] for the meeting [illegible] ments & Brian Sullivan, Town Manager and [illegible] Finance Committee.

Approval of Minutes

The minutes of the March 9th meeting were approved as corrected on a motion by Ms. [illegible], seconded by Ms. Deal.

Communications

Ms. Loud received a request from [illegible]. She will attend the next [illegible] meeting to discuss the possibility of a memorial at [illegible].

Audio Request

Ms. Loud will contact [illegible] representative. [illegible] Purchases.

Draft Budget Flyer for the Public

Ms. Loud distributed a draft of the flyer. Trustees made changes in wording and syntax and corrected mislabeled items on the [illegible]. A request was made to include [illegible] the source of the figures [illegible] will be distributed at Town Meeting.

Meeting with the Town Manager

Brian Sullivan, Town Manager, gave an update on the town's budget situation. The deficit [illegible] less than [illegible]. Ms. Fennelly and Ms. [illegible] the [illegible] of the [illegible] youth employees [illegible]. The [illegible] of the [illegible] activities. Ms. [illegible] talked about the Friends of the Library and Ms. [illegible] the [illegible] activities. Mr. Sullivan asked the board members about [illegible] issues for the library. Many issues were raised, among them the loss of Sunday hours, decreases in new materials and a general decline in library services.

Meeting with John Deyst, Finance Committee Liaison

Mr. Deyst reported that the town's budget deficit estimate is now 1.1 million dollars, down from a 2.3 million dollar projection. At a meeting of the full Finance Committee on Saturday, budget numbers will be firmed up. There may still be a cut to the library budget, but Mr. Deyst expects that it will be minimal. In preparation for that meeting, he asked Ms. Loud to supply him with minimum figures to qualify for library state aid. He will report back on the results of the meeting.

New Book Area

Ms. Loud asked the Board about the possibility of relocating the new book collection to the Reading Room. This would require the purchase of new shelving. She was directed to survey the library for other possible locations for the collection and to check shelving prices. Ms. Ruderman suggested incorporating this idea into the long-range plan.

Trust Fund Budget Report

Ms. Muldoon gave a report on the status of the trust fund spending. Nearly 50% of the unrestricted funds have been spent thus far. Some videos and summer reading materials still need to be purchased. More than 50% of restricted funds have been used. There are funds left in the staff development account which could be used for a staff workshop. A report on the expenditure of funds received through fundraising will be given at the May or June meeting.

Russell Fund Report

This report was tabled until the May meeting.

Wireless Project

Ms. Diminture explained a proposal from the library staff to install a wireless network for patron access to the Minuteman catalog, databases and the Internet from wireless enabled laptop computers brought to the library. A discussion took place about whether funding for this project could be a goal of a targeted business solicitation by the Trustees. This will be discussed in greater detail at a future meeting.

Other

Ms. Fennelly asked about fundraising to pay for replacement or repair of damaged books. Ms. Loud explained that this will be covered by funds approved by Town Meeting. Potential donors can be redirected to established donor channels. Ms. Loud sent a letter to the editor of the Arlington Advocate thanking all parties for their assistance with flood related activities, particularly the re-shelving of the fiction collection. The Board will also prepare an appropriate appreciation for the staff and volunteers.

Adjournment

The meeting was adjourned at 9:50 PM on a motion by Ms. Radochia; seconded by Ms. Fennelly. The next meeting will take place on May 11th at 7:15 PM.

Respectfully submitted,
Cynthia Diminture
Cynthia Diminture

cut string in the conference room

Trustee meeting - April 13, 2004

The meeting was called to order at 7:15PM. Attending were trustees David Castiglioni, Patricia Neal, Joyce Radochia, Barbara Muldoon, Frank Murphy, Katharine Fennelly, and Susan Ruderman.

March 9th – Minutes of the meeting of March 9th approved as corrected on a motion by Ms. Ruderman, 2nd ed by Ms. Neal. Correction – establish a policy for the management of trust fund growth."

same paragh → Substitute "the board" for "they" in last paragraph.

March 13th – Book sale should be May 13th

HEPA – all caps (acronym)

- Communications -
Elaine Shea requested to come to the next Trustees meeting to discuss a memorial to Peg Spengler.

- Director's Report - Discussed by Trustees.

- Author program - Ms. Loud will contact Diamant's representatives when the web site is up on 4/14/05. (An e-mail message has also been sent [to Perri ? Klass.) ~~the recently~~ Ms. Loud will make the initial contact. Perri Klass will be an alternate choice.

ask/ mary ellen

Annual report flyer - Trustees made some semantic & grammatical changes and requested that we include a notation about where the tables figures came from.
— Some re-ordering was done of bulleted items on the inside. These will be distributed at Town Meeting.

- Visit from Town Manager Brian Sullivan. He gave an update on the Town's budget situation.

Ms. Fennelly + Ms. Radochia

Kathy & Joyce reported on the work of the Committee to plan the 10th anniversary Celebration. The Town Manager was shown the time line for the Activities. Mrs Ruderman gave a report on the Trustees fundraising activities. annual solicitation for last 4 years (individual & business) Ms. Diminture gave a status report on the Friends of the Library.

The Town Manager asked the Board what issues were most pressing. One response was the loss of Sunday hours.

- Meeting with John Deyst, Finance Committee representative - at a meeting on Saturday, budget numbers will be firmed up. There may still be a cut to our budget, but the expectation is that the cut will be minimal. Mr. Deyst will report back on the results of that meeting. The Town's revised deficit estimate

is 1.1 million, down from 2.3 million projection.

Mr. Dept asked Ms. Lord to provide bottom-line figures to qualify for State aid, with and without a waiver.

Select-men to do proclamation for June to be read at Town Meeting

- new book area - Ms. Lord asked the Trustees about the possibility of moving the new books to the Reading Room. This would require new shelving. She was directed to check on prices and to look at options for other places to possibly locate the new book collection. This could be incorporated into the long range plan. (are there other areas in the library that may need expansion, growth retention, etc.) - this was suggested by Ms Ruderman.

- Trust Fund Budget Report - nearly 50% of unrestricted funds have now been spent thus far. Some staff development line money could be used

for a staff workshop. over 50% of restricted funds have been spent. Some videos and summer reading materials still need to be purchased.

Fund-raising money:
a report should be given at either the May or the June meeting.

Report for next meeting on details.

Ms. Fennelly asked about fund-raising for damaged books. Covered by Town Meeting funds. Donors can be re-directed to general donation channels.

Ms. Hood wrote a letter to the editor thanking everyone for assistance with re-shelving of fiction collection. The Trustees would like to thank the staff & volunteers appropriately.

Next meeting date - Tuesday, May 11th.

A motion to adjourn by Ms. Radochia; seconded by Ms. Fennelly.

Robbins Library Board of Trustees
April 7, 2004

Call to Order

The meeting was called to order at 7:15 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Budget

The major agenda item for this meeting was the FY05 Budget. Ms. Loud distributed the following handouts that were discussed by the Board:
1. Options for $43,000 reduction to the library budget. This presented a recommended option and an alternate. Ms. Loud reiterated the importance of maintaining eligibility for State Aid payments. 2. Materials Expenditure and Hours Open Accommodation Policy of the MA Board of Library Commissioners. 3. Materials Budget spreadsheet 4. Adjusted Awards. This shows the possibility of qualifying for State Aid at a pro-rated level. A motion was made by Ms. Fennelly; seconded by Ms. Ruderman, to accept the library director's recommendations to meet a budget reduction of $43,000. Passed unanimously. Mr. Murphy will send a memo to the Town Manager detailing the basis for the Board's actions.

Tenth Anniversary Celebration

Ms. Fennelly and Ms. Radochia updated the Board on the status of the planning of activities to commemorate the tenth anniversary of the Robbins Library building renovation/expansion.

Adjournment

The meeting was adjourned at 8:45 PM on a motion by Ms. Ruderman; seconded by Ms. Fennelly.

Respectfully submitted,
Cynthia Diminture
Cynthia Diminture

Trustee dates report for Tues' day mtg.

Trustees Meeting - April 7, 2004

Meeting called to order @ 7:15.
Attending were trustees Frank Murphy, David Castiglioni, Patricia Deals, Joyce Radlochia, Katharine Fennelly *, Barbara Muldoon and Susan Rudolman. Also attending were library director Maryellen Loud & assistant director C. Klinkutte.
The meeting was a special trustee meeting focusing on the FY05 budget situation.

Ms. Loud presented several handouts & spreadsheets

① - Options for $43,000 reduction to library budget - this sheet presented a recommended option and an alternate plan.
Ms. Loud explained to the trustees the importance of maintaining eligibility for State Aid payments.
↓ ② Materials Expenditure and Hours open Accomodation Policy
③ "Materials budget" spreadsheet
④ adjusted awards - this shows

the possibility of qualifying for State Aid at a pro-rated level.

Motion was made by Ms. Fennelly; seconded by Ms. Riederman to Accept the option 1 for $43,000 budget reduction recommended by Ms. Loud. Unam.
This is the vote of the Trustees in response to the instruction of the Town Manager to reduce the budget by $43,000.

Longtime trustee goal - maintain the strength of a Central facility

10th anniversary recognition Celebration - Ms. Fennelly & Ms. Radochia updated the Trustees on the status of the planning.

Motion to adjourn at 8:45 PM on a Motion by Ms Riederman; seconded by Ms. Fennelly.

Robbins Library Board of Trustees
March 9, 2004

Call to Order

The meeting was called to order at 7:20 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud, assistant director Cynthia Diminture and the library's Finance Committee representative, Mary Margaret Franclemont.

Approval of Minutes

The minutes of the February 17th meeting were approved as corrected on a motion by Ms. Ruderman; seconded by Ms. Radochia.

Meeting with Finance Committee Liaisons

Mary Margaret Franclemont attended the meeting to update the Board of the status of the town's budget process. She said that the town has a projected budget deficit of three million dollars. The library budget will be reviewed by the Finance Committee this week. Once all of the budgets have been considered, each department budget may be revisited. Ms. Franclemont asked the director and the board about the impact of last year's budget cuts. Some of these are the elimination of Sunday and Thursday morning hours, reduction in new materials purchased, loss of materials' processing staff and pages to re-shelve books and other materials. The latter two have resulted in delays in new materials becoming available and in returned materials being put back on the shelves.

Review of Warrant Articles

Two articles of concern to the library will be coming up for vote at Town Meeting. Article 51 deals with the establishment of a committee to make recommendations regarding a trust fund growth management policy. The Board is supportive of the concept, but emphasizes that the Board of Library Trustees would retain responsibility for the expenditure of the library trust funds. Article 77 requests traffic controls on Massachusetts Avenue at Library Way, to address ongoing safety concerns. Since this fits with a longstanding goal of the Board of Trustees, they will ask the Selectmen to refer the matter for study to the town's Traffic Advisory Committee.

Author Program

Ms. Deal had invited Robert Campbell to speak in the spring but he declined due to prior commitments. The Board still hopes to have a spring program and will pursue other

Robbins Library Board of Trustees
March 9, 2004

Call to Order

The meeting was called to order at 7:30 PM. Attending were trustees [illegible] [illegible], Kenneth [illegible], Carl [illegible], Frank Murray, [illegible] and [illegible]. Also attending were library director [illegible], assistant director [illegible] and the library's [illegible] [illegible].

Approval of Minutes

The minutes of the February 10th meeting were approved as corrected on a motion by Mr. [illegible], seconded by Ms. [illegible].

Meeting with Finance Committee Liaison

[illegible] attended the meeting to update the Board on the status of the Town's budget process. She said that the [illegible] budget [illegible] of the [illegible] budget will be [illegible] before the Finance Committee this week. [illegible] of the budget [illegible], each department budget [illegible]. [illegible] asked the director and the Board about the impact of [illegible] on the [illegible] and [illegible], [illegible] purchases, loss of materials, [illegible] and [illegible] to [illegible]. The latter two have [illegible] in [illegible] [illegible] and [illegible].

Review of Warrant Articles

Two articles of concern to the library will be coming up for vote at Town Meeting. Article 51 deals with the establishment of a committee to [illegible] recommendations regarding [illegible]. The Board is supportive of the concept, but emphasizes that the Board of Library Trustees would retain responsibility for the [illegible] of the [illegible]. Article 72 requests that the [illegible] Massachusetts Avenue [illegible] safety concerns. Since this is [illegible] of the Board of Trustees, they will ask the Selectmen to refer the matter for study to the Town's Traffic Advisory Committee.

Author Program

Ms. [illegible] [illegible] program [illegible] the [illegible] of [illegible] and will [illegible].

author suggestions. Anita Diamant, Mary Sullivan, Perri Klass and Barbara Delinsky were among the recommendations.

Anniversary Celebration

Ms. Radochia and Ms. Fennelly reported on the work of the anniversary committee. A timeline of activities for the anniversary year has been prepared. The staff is involved in a contest to design the wording for a library banner.

Annual Report Flyer for the Public

Ms. Loud presented a draft of the annual report flyer that the Board discussed. There was a slight redesign from last year, which met with approval. A final version will be brought to the April trustees' meeting.

Long Range Planning Process

Ms. Loud shared with the Board a list of potential members for the committee. She will contact recommended candidates.

Children's Room Chairs

Two chairs and stools need re-upholstery. Ms. Loud asked for permission to use money from the Furniture/Fundraising account to take care of this. Ms. Radochia made a motion; seconded by Ms. Ruderman, to expend up to $1,000 for the furniture re-upholstery. Passed unanimously.

Friends of the Library Update

Ms. Diminture reported on the activities of the Friends of the Library. The group held a successful program in February and will be planning upcoming activities. The revised by-laws will be finalized in March. The annual meeting and membership drive are planned for April. The book sale, which had to be postponed in March due to the flood damage to the Community Room, has been re-scheduled to Friday and Saturday, May 14th and 15th. The preview sale for Friends' members will take place on Thursday evening, May 13th.

Other

Ms. Loud suggested that a special vacuum cleaner with a HEPA filter be purchased from the Robbins Art Fund for the cleaning of the print collection. Ms. Deal made a motion; seconded by Ms. Ruderman, to expend up to $400 for this purpose. Passed unanimously.

Adjournment

The meeting was adjourned at 9:30 PM on a motion by Ms. Radochia; seconded by Ms. Muldoon. The next meeting will take place on Tuesday, April 13th at 7:15 PM.

Respectfully submitted,
Cynthia Diminture
Cynthia Diminture

Trustees Meeting - March ~~1~~9, 2004

- Call to order - the meeting was called to order @ 7:20 PM. attending were trustees David Castiglioni, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Susan Ruderman, Joyce Radochia and Patricia Dial. Also attending were library director Maryellen Loud, assistant director Cynthia Diminture and the Finance Committee representative Mary Margaret Franclemont.

- Minutes of the Feb. 17th mtg. approved as corrected on a motion by Ms. Ruderman; seconded by Ms Radochia.

- Meeting with Finance Committee liaisons - Ms. Franclemont says that there is a predicted 3 million deficit throughout the town. The library budget has not yet been presented to the FinCom. She believes that we will have to stress that our State Aid waiver came "with reservations". Perhaps a future one would not be awarded if the library again

Takes a disproportionate cut. Most town budgets are fairly lean, with most increases in utilities and personnel (step raises). The expectation is that once all the budgets have been considered, each department budget will be re-visited. There is not much money in the Town's reserve fund, all union contracts are up for negotiation and health care costs are a budget issue as well. An over-ride vote is unlikely. Ms. Franclemont asked the Board what the impacts of last year's cuts have been (Sunday hours, loss of materials processing staff, longer waits for books to be returned to shelf, etc.) Cuts of school librarians has also had a negative impact (fewer projects, loss of Metrowest certification/databases)

-Director's Report-

-Review of warrant articles - 2 articles will come up for vote at

The Board supports this concept of this Committee but emphasizes that the Board of Library Trustees would retain responsibility for the expenditure & oversight of the town trust funds ~~at~~ town meeting. Article 51 deals with ~~conditions~~ the establishment of a Committee on Trust Fund management of ~~policies~~ growth. The other, Article 77, requests some traffic controls on Mass ave, at Library Way, for safety ~~matters~~ concerns. The second one dovetails with a Trustee goal of longstanding. Ms. Fennelly suggested that the Trustees write a letter to the Selectmen, asking that the issue be forwarded for study to the Town's Traffic Advisory Committee. (perhaps better signage, street markers or a raised crossing could improve safety) The first (51) article would establish a Committee with the purpose of writing a trust fund management policy.

- Author program - Robert Campbell responded that he is unable to speak this spring, due to a busy schedule. The Trustees would still like to have a spring program. -ship sooner. Mary Sullivan of Winchester was suggested (Ms. Ruderman) as was Barbara Delinsky (Ms. Fennelly)

- Anniversary Celebration - Ms. Radochia & Ms. Fennelly reported on the

-4-

work of the Anniversary Committee, Library Staff is involved in a Contest to design the wording for a banner. A timeline for activities has been prepared.

banner -
RCN/com-
cost,
town to
hang

- annual report flyer for public - a draft was discussed by the Board. A final version will be brought to the April meeting. The new Concept was approved.

Friends
to be
asked to
coordinate/
participate
with the
celebration

- Long-range planning process - Ms. Loud shared with the board a list of potential members for the Committee, were discussed.

- Suggestions

agenda
item -
Kathy
Friends
meeting
re:
10th
anniversary
celebration

- Children's Room Chairs - Two Chairs & Stools need re-upholstery. Ms. Loud asked for permission to use money from the Furniture fundraising account ($20,000 available) to take care of this. Ms. Radochia moved to authorize up to $1,000 to do this work; seconded by Ms. ~~Radochia~~ Rudeman

- Friends of the Library update →

Start here

discussion of book sale date.
Meeting Room policy update - Ms. Rudderman moved to accept the revised Meeting Room policy (3 month booking rather than 6 months); seconded by Ms. Deal.

other - Ms. Lould suggested that a special vaccuum be purchased from the Robbins Art Fund: a motion was made by Ms Deal to expend up to $400 for a vac with a hepa filter; seconded by Ms. Rudderman. This would be used to clean the stored art prints.

R. art fund
$ 400

Next meeting date - Tuesday, april 13th 7:15 PM.

Meeting adjourned at 9:30 on a motion by Ms Radocchia; seconded by Ms. Muldoon.

Robbins Library Board of Trustees
February 17, 2004

Call to Order

The meeting was called to order at 7:20 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Barbara Muldoon, Joyce Radochia and Susan Ruderman. Frank Murphy was absent. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Approval of Minutes

The minutes of the January 13th meeting were approved as written on a motion by Ms. Fennelly; seconded by Ms. Radochia.

Communications

Ms. Loud reported on her conversation with Mary Barry regarding a monetary donation to the materials collection. Ms. Loud reported to the Board that carpeting for the Fiction and Community Rooms has been ordered.

FY2005 Budget Update

The Town Manager submitted the library's budget to the Finance Committee without revision. The budget includes a 3% increase over last year's due to increases for utilities, building maintenance and step raises for staff. Ms. Loud met with the library's Finance Committee representatives, John Deyst and Mary Margaret Franclemont who will attend a future meeting of the trustee board. The library received a waiver of its State Aid requirements, but "with reservations", due to the disproportionate cut.

Long Range Planning Process

Ms. Deal and Mr. Murphy have volunteered to serve on the Long Range Planning Committee. Ms. Loud will approach community members and staff to serve as well. An outside facilitator is recommended to conduct the planning meetings. Sunny Vandermark of the Metrowest Region has been suggested and Ms. Loud will contact her. Since surveys will be part of the process, Ms. Loud encouraged the Board to invest in software and personnel to design the surveys and tabulate the results. She will request a specific monetary amount at a future meeting. A suggestion was made to distribute surveys through the schools with the library's Children's Department newsletter.

Fundraising

Since the response to last year's solicitation of the business community was not very positive, Ms. Loud asked whether it should be repeated this year. Ms. Ruderman suggested a targeted approach to selected businesses for funding for particular materials or equipment, rather than a mass solicitation. This would take place in April or May. So far this year, the solicitation of individuals has brought in approximately $17,000.

Mid-Year Report of Trustee Liaison

Ms. Muldoon reported that thus far this fiscal year, 30% of all funds have been expended (24% of unrestricted funds and 52 % of restricted funds as well as 16% of fundraising money).

Author Program

The trustees would like to invite a "celebrity" author to speak in either May or September. Suggestions are being accepted. Ms. Ruderman suggested inviting Robert Campbell to do a program on library architecture as part of the 10th anniversary celebration. She also mentioned Matthew Battles, who has written about libraries. Other suggestions were Anita Diamant, Perri Klass and Mary Higgins Clark.

Staff Recognition

The consensus of the Board was to begin giving small gifts at each five year anniversary and a nicer recognition at years ten and twenty-five. They would like to incorporate the presentation of gifts to staffers with ten or more years of service into the tenth anniversary celebration. Ms. Loud was asked to estimate costs for this.

appropriate

Anniversary Celebration

Ms. Fennelly and Ms. Radochia met with Ms. Loud for preliminary planning. Ms. Radochia consulted with the town engineer and the Arlington Center for the Arts on the logistics of placing a banner across Pleasant Street. An ice-cream social for children will be held in June and small prizes may be given out during the summer. An appraisal program from Skinner is being considered for the anniversary or perhaps the following year.

Policy Update

Mr. Murphy and Ms. Fennelly met with Ms. Loud to review the policies. Ms. Fennelly will work on re-organizing the policies with unifying formats and language. Ms. Loud will utilize the Public Library Association's new recommendations for policy development to update current policies and create new ones. They hope to have the

revision completed by June. A patron objected to a display currently in the library mounted by the organization Arlington United for Justice with Peace. Ms. Loud consulted Town Counsel who advised her that the display is appropriate and that the library's policy regarding displays and exhibits is proper.

Other

Ms. Muldoon asked about possible increases in Fox Branch circulation since the Robbins' fiction collection has been unavailable. Ms. Loud replied that the statistics would be generated soon and that any unusual increases in branch circulation would be noted.

Adjournment

The meeting was adjourned at 9:10 PM on a motion by Ms. Fennelly; seconded by Ms. Deal. The next meeting will be held on Tuesday, March 9th at 7:15 PM.

Respectfully submitted,

Cynthia Diminture

34
756
66
95

(34)

Trustees Meeting - Feb. 17, 2004

- The meeting was called to order at 7:20PM. Attending were trustees Barbara Muldoon, Joyce Radochia, Susan Ruderman, Katharine Fennelly, David Castiglioni + Patricia Neal. Frank Murphy was absent

also mail Cindy

80

22 1755
176

- Minutes of Jan. 13th meeting - approved as written on a motion by Ms. Fennelly; seconded by Joyce Radochia. Unan.

- Communications - Mary Barry donated $1,000 toward fiction book replacement accompanied by a lovely note about her love of the Robbins Library. Ms. Neal contacted her by telephone where they discussed library services and history.

- Director's reports (Dec. + Jan.) - Carpet has been ordered and will be installed near the end of March.

signs at circ.

- FY05 Budget Update - Budget has

been submitted to the Finance Committee. (overall 3% increase due to utilities, building repairs & step raises). The Fin-Com reps, Mary Margaret Franc Lamont & John Kleipt met with Ms. Lord. They will attend a later Trustees meeting, perhaps March. They seem fairly optimistic about the passage of our budget. The Library received a waiver of its State Aid requirement, "with reservations".

- Long-range planning process - Ms. Neal & Mr. Murphy had volunteered to be part of a sub-Committee to serve on the long range planning committee. Ms. Lord will approach community members to join the Committee. An outside facilitator is recommended. Sunny Vandermark from Metrowest has been suggested. Surveys will be done as part of this process. Bedford Library has done this and

hired a person to create surveys and automate the survey results. A web-based survey was suggested by Ms. Fennelly. Data entry workers would be needed as well. Surveys could be sent home with students with the library newsletter. Ms. Lord will come back to the Board for an allottment of money to pay for a professional.

-Fund-raising - Ms Lord raised the question about a business solicitation. Last yea, the response was not particularly good. Also, several of these businesses have already been targeted by the Fox Fund raising group. Ms. Reideiman suggests a targeted list of businesses to approach for larger gifts, rather than a mass solicitation. We could have a wish list of items to be funded with their donations. April - May time frame.

The individual solicitation brought
in approx. $17,000. Donations
1170 for replacement of flood
damaged materials were $1,170.

- Mid-year report of Trustee liaison
Ms. Muldoon reported on spend-
ing thus far. 24% of unrestricted
24% funds and 52% of restricted
52% funds have been spent.
(overall 30% of all funds have
been spent)

16% of fundraising money has been spent.

- author program - M. Murphy
is working on someone for the
spring. A "celebrity" author will
be invited for either May or
September. Ms. Ruderman
suggested Robert Campbell to
do a program on library archi-
tecture. She also mentioned
Matthew Battles who was also sug-
gested by a staff member (written
about libraries). Other suggestions
were Perri Klass, Anita Diamant
Mary Higgins Clark. The plan is
to have a May author as the
kick-off to the 10th anniversary

year. (Tuesday or Thursday eve. in May)

- Staff Recognition - Ms. Deal had nothing to report. She will draft a time frame. Ms. Muldoon asked for some cost estimates on this.

- Anniversary Celebration - Ms. Fennelly + Ms. Radochia met with Ms. Loud + reported on the results of the meeting. Ms. Radochia consulted the Town Engineer + the Arlington Center for the Arts re; a banner across Pleasant Street. A question came up about the smaller banners that line Mass. Avenue. An ice cream social is planned for June as are some giveaways.
A town day event will also take place.
The Skinners appraisal program is also being considered for the anniversary or for the following year 2005.

Ice Cream Social - June
Give-away

Newspaper coverage - what was happening 10 years ago?

-Policy update- Mr. Murphy & Ms. Fennelly have met & reviewed the policies. She is organizing the policies in a different way, with a unifying format and language. The hope is to have this revision complete by June.

A question was raised of the library director regarding the library display policy. A patron objected to a display currently in the library by the organization Arlington United for Justice with Peace. The town Counsel has advised the director that the display is appropriate and that the policy is proper.

the Library's legal answer book

-other- Ms. Muldoon asked about increases in for circulation & programs since the flood. The statistics will be foot noted to take note of artificial increases.

m/ Ms. Fennelly, 2nd ed by Ms. Deal

The next meeting will be on Tuesday, 3/9 7:15. The mtg. was adjourned at 9:10 PM.

Robbins Library Board of Trustees
January 13, 2004

Call to Order

The meeting was called to order at 7:15 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud, assistant director Cynthia Diminture and guest Stephen Baker. The minutes of the December 9th meeting were approved as corrected on a motion by Ms. Fennelly; seconded by Ms. Muldoon.

Community Time

An Arlington resident Stephen Baker attended the meeting to discuss his concerns about the library's implementation of a rental collection of DVDs. He believes that charging a fee for any library service runs contrary to the concept of a free public library. Trustees explained that the Friends of the Library, a citizens' support group, is purchasing the DVDs and conducting the rental service. These fees enable the Friends to purchase new films to increase the collection. Otherwise, the library's reduced budget would not allow for the purchase of a DVD collection. The Finance Committee had last year asked that library management and trustees think creatively about alternate ways to provide and enhance services to the public. The Board took Mr. Baker's comments under advisement.

Director's Report

Ms. Loud gave a verbal report of recent library activities, focusing particularly on the recent flood caused by a frozen and burst sprinkler pipe in the ceiling above the Fiction Room on the first floor. Munters, a moisture control company, has been contracted to de-humidify the Fiction Room and the lower level Community Room, which also received damage. Approximately 2,000 books became wet and perhaps 200-250 were ruined. The remaining collection must be removed to a temporary storage location while the moisture removal process takes place. Then, ceilings and carpets will need to be replaced. Ms. Loud believes that she will have a clearer idea of the time frame for repairs and recovery by the end of the week. Ms. Ruderman suggested a fundraising effort for the replacement of lost library materials. The Board commended the library staff for their extra efforts during the clean-up on Saturday evening and Sunday and Jennifer DeRemer for coordinating the drying effort.

Approval of Annual Report

Each trustee received a draft of the annual report. Mr. Murphy instructed them to convey comments, corrections and suggestions to Ms. Loud.

Fundraising

Thus far, $17,000 has been received from the fundraising solicitation. Peter Bloom has requested permission to conduct a fundraiser at the Robbins Library to benefit the Fox Branch. He was told to coordinate with the Friends of the Fox group.

Mid-year Report of the Russell Fund Liaison

Mr. Castiglioni reported that approximately one-half of the budget allotment of $30,000 has been spent thus far. The Town Treasurer, John Bilafer, will submit a Town Meeting warrant article to establish a committee to create a policy on trust fund management and growth. This would include the library trust funds.

Mid-Year Evaluation of Administrative Goals

Ms. Loud gave an overview of the FY04 objectives. A motion to accept these was made by Ms. Deal; seconded by Ms. Ruderman. Passed unanimously.

Arlington Philharmonic Program – Russell Fund

The group presented their concert for free last year, but have requested permission to ask for donations from the audience at this year's event. After some discussion, the consensus of the Board was to pay the group with trust fund monies, rather than allow the donations. Ms. Fennelly made a motion; seconded by Ms. Deal, to expend up to $600 to pay for this performance. Passed unanimously.

Warrant Article on Smoking By-Law

Ms. Ruderman presented a draft of a letter to the Board of Health in support of a proposed Town Meeting warrant article. The article would expand Item (f) of Section 3.0 (Prohibition on Smoking in Public Places) of the Rules and Regulations Restricting Smoking and Distribution of Tobacco and Tobacco Products within the Town of Arlington. Item (f) prohibits smoking within 15 feet of all exits/entrances of public and private schools, child care facilities and facilities where health care is provided. The Board of Trustees ask that the Robbins and Fox Branch Libraries be added to the existing regulations. Just as in the case with schools, a large proportion of people entering the buildings are children. The libraries hosted over 350 programs aimed at children, many of whom were infants and toddlers.

Long Range Planning Process

Mr. Murphy gave a brief explanation of a planning workshop that he and Ms. Loud attended. A new long range plan is due to the Board of Library Commissioners by October 2004. A planning committee could begin working on this in March, with the plan

being written over the summer and approved during the fall. The committee will probably include some Board members, some staff, a municipal employee, a representative of the Friends of Fox and perhaps additional citizens.

Author Program

Ms. Fennelly made the suggestion to ask Brian McGrory to speak at the next author program. The remainder of the discussion was tabled until the next meeting.

Staff Recognition

The Board talked about how to recognize staff for many years of service. Most believed that there should be some recognition between years ten and twenty-five. Also, they would like to set a gift schedule for recognizing years of service for people leaving or retiring from the employ of the library. Ms. Ruderman suggested this year recognizing employees with ten and twenty-five years of service with a tie-in to the celebration of the 10th anniversary of the library's expansion/renovation. Ms. Deal will draft a policy.

Other

The hearing for the library's State Aid waiver petition will be held on Thursday, January 15th. Ms. Loud will attend with Nancy Galkowski, who will make the presentation. Ms. Fennelly reported on the results of the recent meeting of the League of Women Voters regarding the updating of their position papers. Mary Margaret Franclement and John Deyst, Finance Committee representatives, attended the meeting. Ms. Loud reported that she will be attending a ten-week course on Effective Supervisory Management. She requested that the Board approve an expenditure of $1300 to cover the tuition. This will be taken from the Staff Development line of the unrestricted Trust Funds.

Adjournment

The meeting was adjourned at 9:10 PM on a motion by Ms. Muldoon; seconded by Ms. Deal. The next meeting will be held on Tuesday, February 17th at 7:15 PM.

Respectfully submitted,

Cynthia Diminture

Cynthia Diminture

Robbins Library Board of Trustees
January 13, 2004

Call to Order

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Mr. Murphy gave a brief explanation of a planning workshop that he and Ms. Loud attended. A new long range plan is due to the Board of Library Commissioners by October 2004. A planning committee could begin working on this in March, with the plan

being written over the summer and approved during the fall. The committee will probably include some Board members, some staff, a municipal employee, a representative of the Friends of Fox and perhaps additional citizens.

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The Board talked about how to recognize staff for many years of service. Most believed that there should be some recognition between years ten and twenty-five. Also, they would like to set a gift schedule for recognizing years of service for people leaving or retiring from the employ of the library. Ms. Ruderman suggested this year recognizing employees with ten and twenty-five years of service with a tie-in to the celebration of the 10th anniversary of the library's expansion/renovation. Ms. Deal will draft a policy.

Other

The hearing for the library's State Aid waiver petition will be held on Thursday, January 15th. Ms. Loud will attend with Nancy Galkowski, who will make the presentation. Ms. Fennelly reported on the results of the recent meeting of the League of Women Voters regarding the updating of their position papers. Mary Margaret Franclement and John Deyst, Finance Committee representatives, attended the meeting. Ms. Loud reported that she will be attending a ten-week course on Effective Supervisory Management. She requested that the Board approve an expenditure of $1300 to cover the tuition. This will be taken from the Staff Development line of the unrestricted Trust Funds.

Adjournment

The meeting was adjourned at 9:10 PM on a motion by Ms. Muldoon; seconded by Ms. Deal. The next meeting will be held on Tuesday, February 17th at 7:15 PM.

Respectfully submitted,

Cynthia Diminture

(ask maryellen about book sale books)

Trustees meeting
January 13, 2004

Call to order: The meeting was called to order at 7:15 PM. Attending were Trustees Barbara Muldoon, Patricia Deal, Katharine Fennelly, Susan Ruderman, Frank Murphy, Joyce Radochia and David Castiglione. Also attending were library director Maryellen Loud, Ass't. Director Cynthia Alimenture + guest Stephen Baker.

Kathy
Barb
2nd

— Minutes approval from Dec. 9th meeting approved as corrected on a motion by Ms. Fennelly; seconded by Ms. Muldoon. Unan.

— Community Time - Stephen Baker attended the meeting to discuss his concerns about the implementation of a rental collection of DVDs. He believes charging for any library service is against the concept of free library service as well as running contrary to ALA's policy on free public access to library →

materials and services. He has done extensive research on documents including the Library Bill of Rights and has consulted with Town Counsel John Meagher on the legality of charges for library services. Trustees discussed their reasons for the institution of this Collection and defended their choices. Ms. Loud mentioned the verbal ruling that she had received from Town Counsel.

- Director's report - Ms. Loud gave a verbal report of recent activities including the water (sprinkler) pipe rupture in the Fiction Room. Munters will do moisture control at a cost of $11,500. Because of the drying properties, the rest of the fiction books in the room must be removed to storage while this moisture-removal takes place. The BLC will pay part (or a majority) of the Costs. A facility has been found for temporary storage.

Ms. Lord believes that she will have a clearer picture of the time frame for repairs & recovery by the end of this week. Volunteers may be needed after the time line is established. Ms. Lord will e-mail the Board with an updated status.

Ms. Ruderman suggested a fund raising effort for replacement of materials. Trustees also commended staff for their extra efforts during the clean-up.

- Approval of annual reports - Mr. Murphy instructed Board members to convey comments or corrections to Maryellen.

- FY05 Budget update - the library budget was submitted by Ms. Galkowski as requested.

- Fundraising thus far, $17,000 has been received from the fund-raising solicitation. Peter Bloom would like to do a fundraiser for the Fox Library (to take place at Robbins). He was in told to coordinate & the

Friends of Fox.

— Report (mid-year) of Russell Fund Coordinator - approx ½ of the budget allotment of $30,000 has been spent, according to Ms. Castiglione.

Mr. Bilafer will submit a town meeting warrant to establish~~ing~~ a committee a policy on trust fund management and growth. This would include the library trust funds.

— Mid-year evaluation of Ad. goals - Ms. Lord gave an overview of the FY04 objectives. A motion to accept these was made by Ms. Neal; seconded by Ms. Ruderman. Unan.

— Arlington Philharmonic program Russell Fund - Last year, the concert was given for free. This year, they would like to do this again but be allowed to ask for donations at the door. The consensus of the Board was the expend trust fund monies

to pay them, rather than allow the donations. Ms. Fennelly moved to expend up to $600; seconded by Ms. Read to pay for this performance.

C. Read
sign
language
inter

400-
Farmer
Fund sign
language
interpretors
$200
general
income-
C. Read

- Warrant article on smoking by-law: Ms. Rudeman drafted a letter to the Board of Health in support of the Article.

- Long-Range planning process Mr. Murphy gave a brief explanation of a planning workshop that was attended by him and Ms. Lord. The new long range plan is due to the BLC by Oct. 2004. A planning Committee could begin March and the plan could be compiled by June, written over the summer and approved by the Board in the Fall. The Board suggested asking Judi Paradis to be on the Committee. The Committee will probably include some board

members, some staff, a municipal employee, a person from the Friends of Fox & perhaps more citizens.

— author program – Ms. ~~[illegible]~~ Fennell suggested Brian McGrory. The rest of the discussion was deferred until another meeting.

— Staff recognition – The Board believed that there should be some recognition between 10 & 25 years as well as a set schedule for recognizing years of service as people leave or retire from the employ of the library. Ms. Ruderman suggested recognizing 10 & 25 years of service as a tie-in to the 10th anniversary library celebration. Ms. Deal will draft a policy.

— other – Waiver petition hearing is this Thursday @ 10 AM. Ms. Pond will attend and Nancy Galkowski will make the presentation.

Ms. Ruderman weighed in on

the discussion of the DVD rental collection. The discussion on charging for materials will be revisited although the Trustees still support their original decision.

League of Women Voters meeting - Ms. Fennelly reported on the results of a recent meeting regarding the League's position paper. Mary Margaret Franclemont & John Wyest (Fin Com rep) attended the meeting.

Ms. Lord reported to the Board that she will be attending a ten-week course on Effective Supervisory Management. She requested that the Board approve an expenditure of $300 to cover the tuition.
300 (Staff Development Fund) -

Adjournment - the meeting was adjourned at 9:10 PM on a motion by Ms. Muldoon; 2nded by Ms. Neal.

The next meeting will be held on Tuesday, February 17th.

Robbins Library Board of Trustees
December 9, 2003

Call to Order

The meeting was called to order at 7:20 PM. Attending were trustees David Castiglioni, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Ms. Deal was absent. Also attending were director Maryellen Loud, assistant director Cynthia Diminture, Fox Branch Librarian Page Lindsay and Pam DiBona and Nancy Gabriel of the Friends of the Fox Library.

Approval of Minutes

The minutes of the November 12th meeting were approved as written on a motion by Ms. Fennelly; seconded by Ms. Ruderman.

Friends of Fox

The trustee chair, Mr. Murphy, welcomed the representatives of the Friends of Fox and thanked them for their efforts. Pam DiBona expressed appreciation to the Board for the invitation to attend the meeting. Nancy Gabriel gave a status report on the work of the group. They are pleased with the news that enough money has been raised thus far to keep the Fox Branch open on a third day per week for the remainder of the fiscal year. They hope to conduct an additional fundraiser this year, perhaps a family movie night at the Capitol or the Regent Theater. Mr. Murphy encouraged the group to contact the Friends of the Robbins Library to coordinate scheduling of events. In response to a question by Ms. Fennelly, Ms. Gabriel said that the group is applying for 501c(3) status to become a legally recognized non-profit organization.

Director's Report

Problems continue with the HVAC system. There have been backlogs in the Technical Services Department due to staff cutbacks, the receipt of grant-funded materials and the implementation of the DVD rental collection. Circulation is down slightly from last year, possibly due to the reduction in open hours. Interlibrary loan business has increased, so staff has been kept busy handling this workload. Attendance at children's programs seems to be keeping pace with last year.

Meeting Room Policy

Ms. Loud distributed a revision of the Meeting Room Policy based on discussion from the previous meeting. She read a letter which she received from Oakes Plimpton regarding his proposals to conduct a poetry group and an adult chess club. He sought amendments to the meeting room policy to allow the collection of donations at meetings, to allow meetings to run after library hours have ended and to unlock the exterior door

from the Community Room to the parking lot. After discussion, the consensus of the Board was as follows: Money collection – No change to the current policy which prohibits this; After hours meetings – No, since this had recently been changed to reflect the difficulty in procuring custodial coverage after library hours; Exit door unlocked – No change, because this is a security issue. Ms. Fennelly made a motion to accept the revised meeting room policy; seconded by Ms. Radochia. Passed unanimously.

LSTA Grant Application

Ms. Loud has filed a letter of intent with the Massachusetts Board of Library Commissioners to apply for a mini-grant to conduct a Community Read. Funding could be used for books, book-related links on the town's web site, public relations materials, a part-time coordinator and perhaps an author visit.

Circulating Prints Database

Additional research needs to be done on this topic, so it will be revisited at the January meeting.

Author Program

Some suggestions for the spring program were Stewart O'Nan (Ms. Ruderman), Perri Klass (Ms. Muldoon) and a re-visit by Dennis Lehane (Ms. Fennelly). Discussions will continue next month when the author subcommittee chairperson, Ms. Deal, will be in attendance.

Anniversary Celebration

Ms. Loud met with Ms. Radochia and Ms. Fennelly to propose activities and a timeline for the celebration of the anniversary year. The trustees discussed the proposals. The committee will meet again soon to refine the schedule.

Update on Non-smoking Concerns

In response to a concern expressed by one of the trustees at a previous meeting, Ms. Loud consulted the Town Counsel and the Board of Health about the legality of prohibiting smoking outside of the library building. Both agreed that it could not legally be prohibited. However, Christine Connolly of the Board of Health suggested posting a sign asking people to refrain from smoking on the library steps and ramp. Ms. Loud will explore the best area for placement of the sign, as the trustees did not want this to be posted on the front door.

Audiovisual Shelving

Ms. Loud apprised the group that the LP record collection has been weeded and some items sent to the basement storage. Expansion shelving will be added to the third floor once some bases are purchased. This will provide expanded shelf space for the videocassette and DVD collection. Ms. Loud made a funding request for additional shelving in the Young Adult area on the first floor. Ms. Fennelly made a motion; seconded by Ms. Ruderman to expend $2,379 from the Furniture/Fundraising Account, for the purchase and installation of AV and YA shelving. Passed Unanimously.

Proposed Sub-Committee

Ms. Ruderman discussed the difficulty in measuring the value of a library, especially in bad budgetary times. With that in mind, she proposed the formation of an ad hoc committee that could use statistics to measure various aspects of library service. She suggested that the group include two-three trustees as well as some community members. The Board supported this idea.

Update-FY05 Budget Requests

Ms. Loud distributed several related budget spreadsheets. There are proposed increases in utilities, building maintenance, contracted services and personnel (for step raises). There is little change in the library materials category from last year's figures. Ms. Loud will meet again with the Town Manager next week and the budget will be submitted to the Selectmen by the end of the month. The trustees discussed in a general way what the library service priorities are, in consideration of possible budget cuts. There was a general consensus that hours open should be preserved as much as possible. Trustees would also like to maintain current staffing levels, if possible. The general order of priority is :

1. Hours open 2. Quality of service 3.Materials.

Recognition of Staff Anniversaries

Ms. Deal had suggested honoring long-time employees with gifts on designated anniversaries. Ms. Loud is following up on gift suggestions and money amounts. A fuller discussion was deferred until the next meeting due to the absence of Ms. Deal.

Adjournment

The meeting was adjourned at 9:50 PM on a motion by Ms. Fennelly; seconded by Ms. Radochia. The next meeting will take place on Tuesday, January 13th at 7:15 PM.

Respectfully submitted,

Cynthia Diminture

Trustees Meeting - December 9, 2003

- The meeting was called to order @
7:20 PM. Attending were Barbara
Muldoon, Frank Murphy, Katha-
rine Fennelly, Susan Ruderman,
David Castiglioni and Joyce
Radochia. Also attending were
/ Pam DiBona of the Friends of Fox
and Nancy Gabriel and Page Lindsay, the Fox
liaison to the Robbins Library.
Absent was Ms. Deal.

- Approval of minutes - the minutes
of the November 12th meeting were
approved as written on a
motion by Ms. Fennelly;
seconded by Ms. Ruderman.

- Communications - under "meeting
room" policy.

- Friends of Fox — Ms. DiBona thanked
the Board for the invitation to
attend the meeting. Ms. Gabriel
gave a status report on the works
22,752 of the Friends of Fox. The happy
news has been received that
enough money has been raised
to keep the Fox Library open

on a 3rd day/week throughout the remainder of the fiscal year.

18,058 $22,752 has been raised thus far, of which 18,058 has been deposited on account with the town. One

family movie more fundraiser is hoped for this year, perhaps a family movie night at the Capital or Regent theaters.

Mr. Murphy asked the Friends to coordinate with the Friends of the Robbins for calendar scheduling (coordination of events).

In response to a question by Ms. Fennelly, Ms. Gabriel said that the group is applying for 501C3 status to become an official non-profit organiz-

yahoo groups.com ation.

— Director's Report - HVAC problems continue. Backlogs in Tech. Services due to staff cutbacks, the receipt of grant materials and the institution of the DVD rental collection. Circulation is down slightly, possibly due to a reduction in hours. Inter-library loans has increased

so staff is being diverted to take care of these. Attendance at programs seems to be similar to last year.

— Meeting Room policy - Ms. Pould distributed a revision of the Meeting room policy based on discussion from the last meeting. She also read a letter from Oakes Plimpton re: his proposals for a poetry group and an adult chess club. He hopes that the Meeting room policies be ammended to allow the Collection of donations at meetings as well as the allowance of Meetings to run after hours. Also, he would like the meeting room exterior door to be unlocked to the parking lot.

The Consensus of the Board is;
① No - money Collection
② No - After hours (this has recently been Changed)
③ Exit door unlocked - no

Ms. Fennelly motioned the acceptance of the revised Meeting room guidelines; seconded

by Ms. Radochia. Unan.

- LSTA Grant - Ms. Lord has filed a letter of intent to apply for a mini-grant to conduct a Community Read. Funding could pay for books, public relations material, a part-time coordinator and perhaps an author visit.

book-related links on the town's web-site

- Circulating Prints database - will be revisited at the Jan. meeting

- author program - Suggestions were Stewart O'Nann (Ms. Reideman), a revisit by Dennis Lehane (Ms. Fennelly), Perri Klass [William Martin] (Ms. Muldoon). A suggestion was also made to have a repeat of a person who spoke in 1994.

- Anniversary Celebration - Ms. Lord met with Ms Radochia & Ms. Fennelly to brainstorm & propose a timeline of activities for the Celebration of the Anniversary year.

2,379
14.

Trustees discussed the proposed ideas. The Committee will meet again.

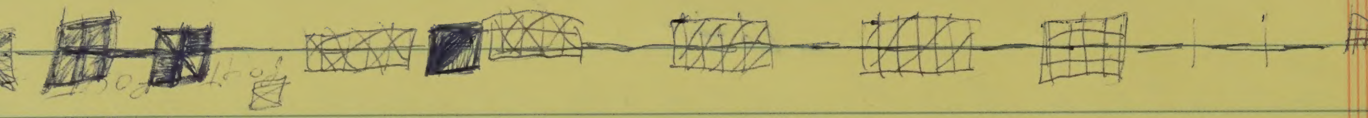
- Update on non-smoking concerns Ms. Loud consulted the Town Counsel & Board of Health about the legality of prohibiting smoking outside the building. Christine Connolly of the BOH suggested a sign asking people to refrain from smoking on the stairs and ramp. Trustees preferred that this sign not be posted on the front door.

- Audiovisual Shelving - Ms. Loud apprised the group that the record (LP) Collection has been weeded and some sent to storage. Expansion Shelving that was originally purchased will now be added to the 3rd floor but we are in need of some bases. Also, additional YA shelving is being requested. Ms. Fennelly motioned with a second by Ms. Ruderman to expend $2,379 from the furniture/fund-raising account for the purchase + installation of AV and

YA shelving. Unan.

- Proposed sub-Committee - Ms. Rudiman discussed the difficulty of measuring the value of a library, esp. in bad budgetary times. In that light, she proposed the formation of an Ad Hoc Committee group that could use statistics to study measurement. She suggested that this group include a couple of trustees and some Community members. The Trustees supported this idea.

- Update - FY05 Budget Requests - Ms. Loud distributed several related spreadsheets. There is a proposed increase in utilities, building maintenance, contracted services, and personnel (for step raises). There is little change in the library materials category. The town appears to be facing a deficit of 3.5 m dollars. Ms. Loud will have another meeting with the town manager next Thursday and then the



budget will be submitted to the Selectmen by the end of the Month. Trustees discussed in a general way what the service priorities are, in consideration of possible budget cuts. There seemed to be a general consensus that hours open should be preserved as much as possible. They would like to protect staffing levels as well if possible.

- Hours open
- Quality of service
- Materials

} General order of priority

- Recognition of staff anniversaries - Ms. Neal suggested this and Ms. Hood is following up. A suggestion was made to give a recognition gift at ten and twenty-five years of service. Two employees have been there over thirty years in Dec. The discussion was deferred in general until the ~~last~~ next meeting because of the absence of Pat Neal.

The next meeting will be Tuesday, January 13th at 7:15 P.M. The meeting was adjourned at 9:50 on a motion by Ms. ~~Radochia~~ Kennealey; seconded by Ms. Radochia.

Robbins Library Board of Trustees
November 12, 2003

Call to Order

The meeting was called to order at 7:15PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Approval of Minutes

The corrected minutes of the October 21st meeting were approved on a motion by Ms. Fennelly; seconded by Ms. Radochia.

Communications

Ms. Loud told the Board that Page Lindsay's appearance before the Board had been rescheduled to the December meeting, due to staffing concerns at the Fox Branch Library. Ms. Lindsay is the library liaison to the Friends of Fox and will update the Board on the group's fundraising activities. Ms. Loud received a copy of a letter sent from the Metrowest Regional Library System to the Arlington Superintendent of Schools notifying her that the elementary schools have been eliminated from membership in the region due to lack of professional librarians in the schools. The major impact of this is denial of access to online databases provided by the Metrowest Region.

Director's Report

The September director's report was presented in a final version. The previous one was preliminary. The library's circulation has decreased for the first time in several years. This may be related to a decrease in hours open. There have been several equipment breakdowns recently, including the boiler and the digital duplicator. Ms. Loud told the trustees that there is a need for the circulating art print collection to be inventoried. Also, new purchases need to be made and several prints need re-framing. Ms. Fennelly made a motion; seconded by Ms. Ruderman, to expend $1,000 for the purchase and re-framing of prints and $600 for personnel costs to begin the collection inventory. These monies would be taken from the Robbins Print Fund. Passed unanimously. Ms. Ruderman suggested automating the catalogs for the print collection. Ms. Loud will explore this and report back at a future meeting.

Meeting Room Policy

Ms. Loud proposed several changes/updates to the meeting room policy, most having to do with hours of meeting room availability and the responsibility for set-up and break-down of the room. The trustees expressed acceptance of most of them. Ms. Loud will incorporate these into the existing policy and bring the revised document to the next meeting for approval.

Trustee Input on Food and Drink in the Meeting Room

Ms. Loud and Ms. Uttam (Children's Department) have had communications with patrons regarding the consumption of nut products in the library, as well as discussions about the broader topics of food allergies and allowing any type of food during library sponsored children's programs. After much discussion and advice from Town Counsel, the majority of the Board believed that the library should discourage food consumption during library programs due to its potential for distracting attendees from the programs. A sign will be posted asking for the cooperation of parents in refraining from bringing any nut products into the library, in consideration of those with serious food allergies.

Use of E-Mail

Mr. Murphy asked the town counsel for a ruling on the use of e-mail as a means of communication among Board members. He received and distributed copies of the District Attorney's opinion that e-mail communication has potential for violations of the open meeting law and should therefore be discouraged. Brief E-mail transmissions should only be used for purposes such as notification of changes in meeting times or other housekeeping matters.

Service Priorities and FY05 Budget

Ms. Loud distributed several spreadsheets regarding hours, circulation and staffing for review and discussion. She also reviewed the FY05 Expense and Personnel budget requests that will be submitted within constraints of level funding. Ms. Loud discussed the need to establish service priorities for FY05 in view of level funding or further budget cuts. The Board will discuss this further at a future meeting. Proposed departmental budgets are due to the Manager's Office next Friday, November 21st.

Outline of Annual Report

The annual report for inclusion in the town's report will follow the same format as last year. The format of the departmental report to be given to the public was discussed. Ms. Loud will prepare some formats for review by the trustees.

Author Program

The program featuring Sue Miller was highly successful, with over one hundred people in attendance. There were many favorable comments on the evening. It is time to select an author for the spring program and Ms. Deal asked board members to bring suggestions to the next meeting.

Anniversary Celebration

Ms. Radochia and Ms. Fennelly have scheduled a meeting with Ms. Loud to discuss ideas for next year's celebration of the 10th anniversary of the building renovation/addition. Library department heads will have a chance to provide input. The full board will discuss these at the next meeting.

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Timeline for Trustee Projects

Mr. Murphy volunteered to work on the support of the Friends of the Library. Ms. Ruderman will work on developing a long-range fundraising plan.

Other

Ms. Fennelly reported that the League of Women Voters is in the process of revising its positions regarding the library that were determined after a study undertaken in the 1980s. Next Tuesday, November 18th, they will meet to discuss this topic.

Adjournment

The meeting was adjourned at 9:50 PM on a motion by Ms. Deal; seconded by Ms. Fennelly. The next meeting will be held on Tuesday, December 9th at 7:15 PM.

Respectfully submitted,

Cynthia Diminture

Cynthia Diminture

Social Committee - for Susan + Ellen
Flowers

Check robbinslibrary.org

Trustees meeting - November 12, 2003

The meeting was called to order @7:15PM. Attending were: Trustees Barbara Muldoon, Katharine Fennelly, Joyce Radochia, David Castiglioni, Susan Ruderman, Frank Murphy and Patricia Neal.

Also attending were library director Maryellen Loud + assistant Director Cynthia Vinintire.

Approval of minutes: ~~In~~ The minutes of Oct. 21st meeting ~~the minutes~~ were approved on a motion by Katharine Fennelly; seconded by Ms. Radochia.

Communications -

Ms. Loud shared to the Board that Page Lindsay, the Branch librarian, was scheduled to come to tonights' meeting to update the Board on the status of the Fox fundraising group. However, staffing concerns meant that her attendance is rescheduled til next month.

– this will mostly mean a lack of access to data bases.

– Ms. Lord received a copy of the letter sent from Metrowest to the Arlington elementary public schools notifying them that they have been dropped from Metro-west due to the lack of professional librarians in the schools

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Director's report – Sept. report was finalized (previous one was prelim.) Circ. is down for the first time in several years. Many things have broken down including the digital duplicator and the boiler.

The circulating art prints will be inventoried, checked for #s of circulations and some re-framed, as well as purchases. There will also be a need for personnel costs to accomplish this.

1500

Ms. Fennelly moved to expend $1,000 to purchase circulating prints and $600 to begin the purchase & inventory the prints; seconded by Ms. Ruderman. Unan. These funds would come from the Robbins Print Fund.

1,000 Print fund

600 (personnel partial

Ms. Ruderman suggested the automation of the circulating or print catalog. This will be investigated. Ms. Hold will update the Trustees at a future meeting.

- Meeting Room policy - Ms. Hold proposed several changes which are: - 14 people in Conference Room (to correspond to # of Chairs)

  - 90 people in Community Room (Trustees felt that this should be left "as is".

  - only avail. Thurs. 1-9 PM

  - after-hours use to be eliminated (rare exceptions can be requested to the Board) - meetings must end by 9 PM.

  - Stop the set-up and break-downs of the meeting rooms. Wording will be re-done to make groups responsible

for putting chairs back and setting up.

Ms. Ford will re-write the policy incorporating these changes and bring it to the Trustees at the next meeting.

Peanut Butter Both Ms Ford and Ms. Wittam (C. Room) had communications with patrons regarding peanut products in the library. (also the wider topic of food allergies). We would try to encourage parents not to bring food into the Community Room during library programs. Town Counsel advises that we post a sign prohibiting peanut butter and other peanut products. The majority of the board believed that there should be no food at library-sponsored programs even though we would keep the possibility of food for outside groups.

Suggested wording on sign: "In consideration of those with allergies, please refrain from

bringing in nut products". A line will also be added to the meeting room policy.
The question was raised about the food policy at Fox Branch. (Should they be standardized)

– Service Priorities and the FY05 Budget — Ms. Loud distributed the final results of the submission to the "Selectmen's Informational Meeting" of Oct. 14, 2003.
She also gave out a copy of the library questions for Vision 2020 Survey.

Budget Spreadsheets

Purple – Percentage of Change of hours vs. % of Circulation Change (for July-October) – from last year's Comparable months.
[Hours + Circulation percentage decrease
FY03-FY04]

Staffing Costs Public Service Desks – yellow Sheet →

Ms. Lord Costed out how much is ① the average of one hour per year ② Cost of one hr. per year in the AM ③ Cost of one hour per year in the PM ④ Cost of 4 morning hours per year ⑤ Cost of 3 evening hours per year. This was figured for the Circulation desk, reference desk, Fox and Children's desk.

The green & blue sheets represent budget preparation. Budget is due to town manager's office by Friday, 11/21. Personnel Costs reflect the inclusion of step raises as well as a small increase for overtime pay. Differential payments went down slightly because of the reduction in custodial hours. Longevity figures are still estimates.

Blue sheet - expenses - Cleaning Contracted services was increased

- Use of e-mail - Mr. Murphy approached Town Counsel regarding the existence of any policy on the use of e-mail for group usage. The District attorney office has ruled that e-mail conversations among board members are likely to be violations of open meeting law. Telephone calls may also be violations. This policy cautions against using e-mail to discuss issues. These should only be used for matters of notification or housekeeping.

[Continuation of Budget]

An increase was put in to cover higher utilities costs

▦ Orange - Fiscal Year 2005 Budget statement

MLN - add user-friendly catalog & circulation system - put in "Efficiencies" category & remove from "Public Relations".

Order of categories was re-done (see orange sheet)

- Author Program — Sue Miller's program was highly successful. Thirty books were sold. The honorarium was approved and mailed. (80) It is time to find someone for the author program in the fall. Stuart O'Nan was suggested by Ms. Ruderman. Ms. Neal asked Trustees to bring a short list of authors to the next meeting.

Brendan Halpin
Dan Brown

- Anniversary Celebration – Ms. Radochia. Ms. Fennelly will meet with the director next Friday to discuss ideas. Ms. Lord will then pass these

Auction Program — The Auction
program was highly successful.
Thirty books were sold. The Board
members approved and voted
[illegible] to find [illegible] for the
Quilt program as last fall.
Also, a game was suggested by
Mrs. Rinker [illegible]. The Board decided
Tabulation to bring a short list of
items to the next meeting.

— Convention, Publication — Mrs.
Rankin. The family will
meet with the class to meet
Friday to discuss values. Mrs.
[illegible] will [illegible] the

along to the dept. heads for feedback. [redacted] Then, the board will re-discuss at the next meeting.

If cutbacks are required, the Trustees will meet again to discuss.

Response to Arlington Coalition questions?

- outline of annual meeting -

- Timeline for Trustee Projects -

Mr. Murphy volunteered to work on support of the Friends of the Library. (letter writing campaign, etc.)
Ms. Ruderman will work on starting a long-range fund-raising plan.

- other - Ms. Fennelly reported about the study undertaken in the 1980's by the LWV. out of this came "consensus" questions the LWV is now revisiting their positions on the library. Next

Tuesday, they will meet to discuss these topics.

The meeting was adjourned at 9:50PM on a ~~meeting~~ motion by Ms. Daly; seconded by Ms. Fennelly

The next meeting will be held on Tuesday, Dec. 9th @ 7:15 PM.

Robbins Library Board of Trustees
October 21, 2003

Call to Order

The meeting was called to order at 7:20 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Approval of Minutes

On page one of the September 9th minutes, the word "successful" was substituted for "very profitable" in the "Director's Report" paragraph. Under "Bequests" on page three, the last sentence in the paragraph was removed. The corrected September 9th minutes and the October 8th meeting minutes were approved on a motion by Ms. Ruderman; seconded by Ms. Radochia.

FY05 Budget

Mr. Murphy reported briefly on the Selectmen's Informational budget meeting that took place during the prior week. The question of charging for meeting room usage was brought up for discussion. Feedback is being sought from a town-appointed committee charged with exploring all town meeting room space. There is not yet consensus on the town's projected budget deficit for FY05. Department heads have been told that level funding is probably the most that can be expected. Additional budget cuts may be required. Each department has been told to set priorities that will govern budget decisions. In relation to the budget process, Ms. Loud distributed a set of questions posed by the Arlington Coalition, a citizen group studying the efficiency of various town services. Ms. Loud suggested that the board discuss the questions about library priorities that were posed to the Selectmen, namely the number of hours open versus the library materials budget, the number of hours open versus the quality of library service and the Fox Branch Library. There was discussion of these issues, but consensus was not reached. Mr. Murphy recommended "before and after" charts to illustrate the effect of last fiscal year's budget reductions. He also asked Ms. Loud to quantify how much it costs, in personnel terms, for each hour of library service.

Petition for State Aid Waiver

Ms. Loud distributed to the trustees a sheet detailing the process of applying to the state for a waiver from the FY04 municipal appropriation requirement for library state aid eligibility. The number of waivers allowed by the state has been increased from a limit of ten to an unlimited number. The waiver hearing will take place at the office of the Board of Library Commissioners in January and a decision will be made in February so Ms. Loud will not know the outcome prior to her deadline for submitting an FY05 budget. She will prepare two budgets, one which includes the $50,000 state aid award and one which does not.

Fundraising

Ms. Ruderman discussed near-term and more long-range planning. She has prepared a letter for the annual solicitation to individuals. An amended version of the letter was accepted on a motion by Ms. Deal; seconded by Ms. Fennelly. Ms. Ruderman presented two ideas to explore for the future. One is to formulate a long-range fundraising plan, including possibly revenue-producing projects. The second is to identify and contact new potential donors. The trustees felt that these suggestions were strong ones and Mr. Murphy recommended that Ms. Ruderman bring a list of action items to an upcoming meeting. Ms. Ruderman will also contact Town Counsel about the status of the library's application for a 501C3 status.

Timeline for Trustee Projects

This topic was tabled until the next meeting to give Board members more preparation time.

Anniversary Committee

Ms. Fennelly and Ms. Radochia have been brainstorming ideas for festivities to celebrate the upcoming tenth anniversary of the library expansion/renovation. Ms. Ruderman suggested that one event be a fundraiser. The committee will entertain more ideas from trustees and staff.

Standing Committees

Mr. Murphy passed out a chart showing each trustee's primary and secondary committee assignments. The committee system will be enacted on a trial basis and if successful, will be included in a revision of the by-laws of the Board of Trustees.

Other

Ms. Loud mentioned that she, Ms. Fennelly and Mr. Murphy had attended the MA Board of Library Commissioners' workshop on making the case for libraries in difficult economic times, held at the Weston Public Library, where Mr. Murphy served as a speaker. Ms. Loud also reported on the successful fundraising event held by the Friends of Fox Library at town hall the previous week. Most food and auction items were donated.

Adjournment

The meeting was adjourned at 9:40 PM on a motion by Ms. Deal; seconded by Mr. Castiglioni. The next meeting will take place on **Wednesday**, November 12th at 7:15 PM.

Respectfully submitted,

Cynthia Diminture

Cynthia Diminture

Trustees Meeting - Oct. 21, 2003

The meeting was called to order at 7:20PM. Attending were trustees Patricia Neal, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia, Susan Ruderman & ~~Ms.~~ David Castiglioni.

Approval of minutes of Sept. 9th & Oct. 8th -

Sept. 9th -

pg. 1 Director's report - change "very profitable" to successful.

~~October 8~~

pg. 3 Bequests - Remove the ~~entire paragraph~~ last sentence [the library will receive, etc.]

Both sets of minutes were approved with corrections on a motion by Ms. Ruderman; seconded by Ms. Radochia. Unan.

- Director's Report -

- FY05 Budget - Mr. Murphy did a brief report on the Selectman's informational budget meeting. The question of Charging for Meeting Room use came up for proposal. Ms. Fennelly recommends a letter or other vehicle to explain why a Charg. has not been instituted. other trustees believed that the board should wait to see what comes out of a town-appointed Committee exploring all meeting room space in town)

Agreement is still needed on a Projected budget ~~statem~~ deficit for FY05.

Department heads were told that level-funding is the best that can be hoped for, but that the expectation is for more budget cuts. So, each dept. will have to begin setting policies and priorities.

In relation to the budget process, Ms. Loud distributed a set of questions re: the library from Jim Lee of the Arlington Coalition, a group of town citizens that is studying the efficiency of various town services.

Mr. Murphy talked again about the formation of a special trustee committee to study the trust fund issue.

Ms. Loud suggested that the board should discuss two questions that were posed to the Board of Selectmen (open hours vs. materials budget and open hours vs. quality of services (check wording)

to give her guidance on priorities

Mr. Murphy suggested some "before" after" charts to document the impacts of the first set of cuts.

Mr. Murphy asked Ms. Loud to quantify how much it costs to run the library each hour (in terms of personnel) She →

Barbara vs. Susan
philosophy

will cost out. There was not consensus among the trustees regarding which things are more important.

- Petition for State aid waiver - Ms. Loud distributed to the trustees a fact sheet detailing the process for applying for a waiver from the FY04 municipal appropriation requirement) [MAR]. The # of allowed waivers has been increased from ten to unlimited. The waiver hearing will take place at the BLC in January and the vote will be taken in February, so Ms. Loud will not know the outcome in time for the FY05 budget submissions. She will prepare 2 budgets; one with the 50,000 included and the other without.

- Fundraising - Ms. Ruderman discussed near-term and more long-range planning. She has prepared a letter for the annual solicitation to individuals. The ammended letter was accepted on a motion by Ms. Deal; 2nded by Ms. Fienholler.

Ms. Ruderman would also like to formulate a long-range fund-raising plan, such as other revenue-producing projects. (feasibility study) Some small items such as note cards & post cards.

There was a suggestion to add to the solicitation list some names from the program mailing list.

One initiative that Ms. Ruderman suggests is finding a way to identify and add new potential donors. (add donors who give checks who aren't already on one of the lists; what about the Friends list?)

Building Dept. now has a searchable database. (web)

Mr. Murphy asked Ms. Ruderman to identify action items for an upcoming meeting.

Ms. Hould suggested that a trustee contact John Maher about moving

along the process of applying for 501c3 status. Ms. Ruderman agreed to do this.

- Timeline for Trustee projects - postponed until November meeting

- Author program - Publicity for the Sue Miller program will again be put on the Arlington list and an article will appear in the Advocate this week. Copies of "The Good Mother" and "Story of my Father" will be available for purchase. Ms. Deal will do the introduction.

call Lyz about microphone system

- Anniversary Committee — Ms. Radochia ^ Ms. Fennelly have been brainstorming ideas for festivities celebrating the 10th anniversary of the building renovation/expansion. Ms. Ruderman reminded the board that a fundraising event should be included in the activi

ities. They will entertain more feedback from Trustees and Staff.

- Standing Committees - Mr. Murphy distributed an assignment chart giving each person primary and secondary responsibilities. This system of Committees will be a trial and depending upon how it works, will be included in the by-laws of the Board.

-other - Ms. Loud mentioned that Mr. Murphy was a speaker at last Saturday's Library Trustee Assoc. program. He has also been appointed to the SACL board to review grant applications.

Ms. Loud also reported on the Fox fundraising event from last Saturday evening. Approx. 100 people attended. Most food and the auction items were donated.

The next meeting will take place on Wed., November 12th at 7:15 PM

Motion to adjourn by Ms. Neal;
2nd ed by Mr. Castiglione at 9:40 PM.

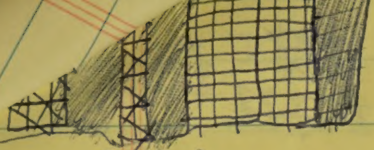
Trustees meeting - Special
Wed., October 8th 2003

The meeting was called to order @ 7:35 PM. attending were Trustees Patricia Neal, David Castiglioni, Susan Ruderman, Frank Murphy, Katharine Ferrelly. Joyce Radochia & Barbara Muldoon were absent

- Directors report - Ms. Loud gave an oral Directors Report focusing attention on the budget issues to be discussed this evening

Also attending were library director Maryellen Loud and assistant director Cynthia Dimintiere

Report for Selectmen's Informational Mtg. - a form was issued from the Town Manager's office for each department to fill in. The town Manager wants to standardize the request format. Each dept. head will have 5 mins. for a presentation and then will take questions. Ms. Loud began the process by taking a close look at the library mission statement and then



allowed the library dept. heads to brainstorm. Their responses were integrated into the top five departmental functions, new initiatives, major policy issues to be explored/discussed and fiscal year FY04 impacts.

Trustees discussed the draft of the document, offering some corrections such as:

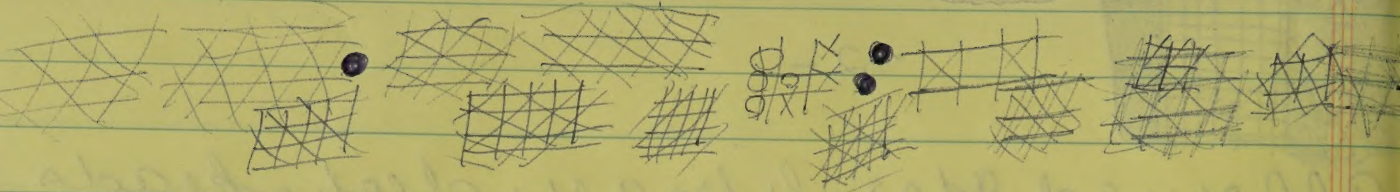
- Inclusion of Fox fundraising monies
- Changing numbers to bullets
- Policy issues to stress maintenance of quality service

e-mail Kevin + Paul

Ms. Ruderman suggested that "major policy issues" be phrased in the form of questions rather than statements.

Major policy issues:

- Can Fox Library be maintained as a branch library?
- What is the trade-off between max. # of hours and quality of services



How best to trade off hours open

- What is the trade off between numbers of materials purchased and hours open.

- How does the library maintain eligibility for state certification and funding ~~due to~~ in the face of ~~losses~~ reductions in the municipal funding. (disproportionate cut)?

Trust Funds

The town's Comptroller's office and the Arlington Coalition have begun to examine supplemental sources of town dept. income, such as trust funds. Mr. Murphy suggested that there should be a Fiscal Planning sub-committee to examine trust funds and give direction to the Library Director (Barbara Muldoon, Frank Murphy, Kathy Fennelly, David Castiglioni) The committee will meet in the near future and will report back to the full committee.

The meeting was adjourned @ 9PM

on a motion by Ms. Neal; seconded by Ms. Ruderman.

Robbins Library Board of Trustees
October 8, 2003

Call to Order

The meeting was called to order at 7:35PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Frank Murphy and Susan Ruderman. Barbara Muldoon and Joyce Radochia were absent. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Director's Report

Ms. Loud gave a verbal report focusing on the budget issues to be discussed at this evening's special meeting.

Report for Selectmen's Informational Meeting

Ms. Loud discussed with the Board the upcoming informational budget meeting with the Board of Selectmen. In order to standardize the budget request format, each town department was issued an identical form from the Town Manager's office. Each department head will be allotted five minutes for a presentation and will then answer questions. For the "Top Departmental Functions" section, Ms. Loud used the library's mission statement as a starting point and also received input from the library department heads in a brainstorming session. The trustees discussed the draft of the document and offered suggestions, including that the "Major Policy Issues to be Explored/Discussed" be phrased in the form of questions.

Trust Funds

Mr. Murphy suggested the formation of a Fiscal Planning sub-committee of the trustee board that would review the library's trust funds. This committee will meet in the near future and will report back to the full board.

Adjournment

The meeting was adjourned at 9:00 PM on a motion by Ms. Deal; seconded by Ms. Ruderman. The next regular meeting of the board will take place on October 21st at 7:15 PM.

Respectfully submitted,

Cynthia Diminture

Robbins Library Board of Trustees
October 8, 2003

Call to Order

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Respectfully submitted,
Cynthia Diminture
Cynthia Diminture

Minutes of the Meeting
# of the
Robbins Library Board of Trustees
September 9, 2003

Call to Order

Chairman Frank Murphy called the meeting to order at 7:25 p.m. In attendance were the Director of Robbins Library, Maryellen Loud, and library trustees, Patricia Deal, Katharine Fennelly, Barbara Muldoon, Joyce Radochia, and Susan Ruderman. David Castiglioni, trustee, arrived at the beginning of the discussion of the Director's Report.

Approval of Minutes

The minutes of the August meeting were approved as read.

Community Time

No members of the community were in attendance.

Communications

Ms. Loud presented two requests for the board's consideration. The first request came from a skin care consultant who offered to donate some of the proceeds to the library if she were allowed to use the library to provide skin care services to the public. After some discussion, the consensus of the board was that this was not an appropriate activity for the library.

The second request was from an organization asking for permission for an author to sell books at one of their programs. The consensus of the board was that this would be appropriate, provided that the meeting was open to the general public.

Mr. Murphy announced that tickets were available for the Friends fundraiser (a light mystery play) at the Arlington Friends of the Drama on Thursday, October 9.

Director's Report

Trustees read and discussed the Director's report.

Since the Friends' Town Day Book Sale is very profitable and the number of books donated for the sale is almost overwhelming, the Friends are considering the possibility of holding two sales a year.

The Friends of Fox Library fundraising event will be held on Saturday, October 18 at Arlington Town Hall.

Ms. Loud is in charge of the community read, a program sponsored by the library as part of the month-long celebration of diversity. A discussion of Seedfolks, a short novel appropriate for both children and adults, will take place at the library at 7:30 p.m. on October 14 in Robbins Library. Ms. Loud needs additional people to help lead the discussions.

Ms. Loud asked for guidance on the appropriate disposition of several boxes of old children's books (dating to 1923). After an appraiser evaluates the collection the board will make recommendations for their use. One suggestion was that the collection could be useful to Simmons College for its Children's Literature program.

Schedule of Holiday Closings – 2004

After reviewing the schedule of holiday closings the board considered the topic of Town Day closing. The library has been closed for Town Day for most of the years Arlington has been celebrating Town Day. When it was open in the early years of Town Day celebrations, the library engaged a special duty police officer. Due to the size of the library and the persistence of the perpetrators the officer was unable to contain all the vandalism and disruptive behavior. For patron safety and for protection of the collections and the facility, the recommendation has been to close the library. Ms. Fennelly moved that Robbins Library be closed on Town Day. Ms. Deal seconded the motion. The board approved.

Russell Fund Budget Update

To follow up on a question arising from discussion of the Russell Trust Fund at the last board meeting, Mr. Murphy asked John Bilafer, the Town Treasurer, about meeting the Russell Fund requirements for spending annual income from the original fund. Mr. Bilafer advised that current practice is consistent with standard banking practices. From the town perspective it is simply a processing issue. Mr. Murphy will study the trust instrument itself.

Trustee Committees

At the August meeting, Mr. Murphy had recommended that the board establish standing committees (planning , development, and public relations) and he had asked that each trustee consider on which committee he/she would like to serve as a primary or secondary person. Mr. Murphy assured the board that there would be flexibility in assignments, and commitments to a committee would not necessarily be permanent.

Long Range Planning Process

The library is at the end of the 2001 – 2004 Long Range Plan and will begin the process of creating the next Long Range Plan. Ms. Loud asked for help from interested trustees in deciding on a format for the Long Range Plan. Also, the

board will consider whether including questions about the library in the next Vision 2020 survey would be useful.

Since the FY 2004 budget does not meet state requirements for state aid Ms. Loud will submit an application for a waiver. The Board of Library Commissioners requires town officials to present their case at a hearing.

On October 18 the MBLC is sponsoring a workshop on making a case for libraries in tough economic times.

Bequests

Ms. Deal asked about plans for expressing our appreciation to Mary Barry for the bequest made in the will of her sister, Evelyn Barry. The board discussed possible ways of reaching out to Ms. Barry and Ms. Deal will ask John Worden, Ms. Barry's attorney, about the appropriateness of approaching Ms. Barry. The library will receive Evelyn Barry's bequest after the death of her sister, Mary Barry.

Timeline for Trustee Projects

The timeline for trustee projects supplements the calendar, which consists of what actually goes on the agenda. Mr. Murphy asked that trustees think about this for discussion at the next meeting.

Trustee Agenda Calendar

The trustees discussed revisions and additions to the trustee agenda calendar.

Preliminary Discussion of FY05 Budget Preparation

With the agreement of the board the chairman moved this agenda item ahead of two other items.

Ms. Loud told the board that department heads would be having a meeting the following day with acting Town Manager Nancy Galkowski. At that meeting Ms. Loud expected that she would be hearing something about the budget on which we could base budget discussions at the next trustee meeting.

Town Day Booth

At the library booth on Town Day trustees will be serving on the following shifts:

9 – 11 – Ms. Fennelly and Ms. Deal
11 – 1 – Mr. Castiglioni and Ms. Radochia
1 – 3 – Ms. Ruderman and Mr. Murphy

At the booth flyers publicizing the author program will be available.

Author Program

At that time, Ms. Deal had not yet spoken with Sue Miller's agent to discuss the speaker's fee, but she will do so.

Ms. Loud said that the major press release will appear in the October 16th edition of the The Arlington Advocate. A shorter article will appear in the October 23rd edition.

Adjournment

The board moved to adjourn the meeting at 9:20 p.m.

Respectfully submitted,

Joyce H. Radochia

Joyce H. Radochia
Secretary Pro Tem.

Robbins Library Board of Trustees
August 19, 2003

Call to Order

The meeting was called to order at 7:20 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Approval of Minutes

The minutes of the June 19th meeting were approved as written on a motion by Ms. Fennelly; seconded by Ms. Muldoon. Passed.

Communications

Ms. Loud received a response to her correspondence with a lawyer regarding the estate of Cathleen Case. Ms. Loud brought to the attention of the board an article about Internet Filtering that appeared in the August 17th issue of the Boston Globe in the Northwest Weekly section. Minuteman Library Network will decline e-rate funding from the federal government since it will not require libraries to install filters on all of their public computers. It has not been decided how this will effect an individual library's eligibility for LSTA grant funds.

Director's Reports

The June and July director's reports were distributed and discussed. The town's Diversity Task Force has designated October as Diversity Month. Ms. Loud is part of a committee promoting the "community read." The selected title is **Seedfolks** by Paul Fleischman. Various events will be held including a diversity forum, speaker and small group discussions of the book. A booklist will also be offered. The Board of Trustees agreed to give its support as a co-sponsor of Diversity Month. The DVD rental collection project will be implemented in October. Ms. Loud recommended that we eliminate mailing the "first" overdue notices, in order to save postage money. Patrons would only receive a bill for overdue materials and, much later, a final notice.

Town Day Booth

Again this year, trustees will staff an informational booth on Massachusetts Avenue as part of the Town Day activities on September 13th.

Report of FY2003 Russell Fund Expenditures

Mr. Castiglioni distributed a spreadsheet showing the breakdowns of spending for the Russell Fund in FY2003. All allocated funds, other than $309, were spent. Ms. Fennelly made a motion to accept the report; seconded by Ms. Deal. Passed.

Approval of FY2003 Russell Fund Report

The trustees read over the report and suggested re-working some sections. Ms. Loud will work on this and then re-submit it.

Approval of FY2004 Russell Fund Allocation

The town Treasurer's Department notified Ms. Loud that $30,000 will be available for FY04.The Children's Department staff proposed a budget of $30,010 broken down into the following categories: Salary-$5460, Baby Bundles-$500, Kindergarten Kits-$1600, Programs-$11,000, Materials-$6450, YA Programs and Materials-$4400, Supplies-$600. Ms. Muldoon asked that the Russell Fund Trust agreement be reviewed with the town treasurer to determine if there is a restriction on the amount of money that can be spent from the fund each year. The question arose as to whether the fund's gain or only the interest earned can be counted as "income". Ms. Fennelly made a motion; seconded by Mr. Castiglioni, to approve the budget request pending the resolution of the above question.

Discussion of Baby Bundles

Ms. Ruderman made a suggestion that the Baby Bundles mailing include a message and booklist on the topic of postpartum depression. The trustees discussed this as well as the use of the mailing to offer other information on many subjects of interest to new parents. Ms. Deal made a motion; seconded by Ms. Fennelly, to include a more broad-based booklist with the Baby Bundle mailing. Passed.

Review of FY2004 Trustee Goals

Mr. Murphy suggested re-wording some of the goals to be more inclusive of the Fox Branch. Much semantic discussion ensued regarding the Robbins Library name and whether it implies the main library and any branches. Ms. Fennelly moved to adopt the amended goals and objectives; seconded by Ms. Radochia. Passed.

Review of FY2004 Administrative Goals

Ms. Loud summarized the issues to focus on, including public relations, outreach to senior citizens and the business community, user satisfaction surveys, studying of the collections and teen issues such as college entrance. Mr. Murphy and Ms. Ruderman suggested using updated technologies in the collection and compilation of survey data.

Approval of FY2004 Trust Fund Budget Requests

Ms. Muldoon discussed the budget requests from the staff and gave her recommendations for funding and trust fund sources. The trustees approved a budget of $30,555, including some carryover funds from FY03.

Author Program

Sue Miller will be the featured speaker at a program to be held in the library's Community Room on Tuesday, October 28th at 7:30 PM.

Policy on Tutors

Ms. Loud explained the recent problems with tutors (some of whom are paid) monopolizing the study rooms as well as tutors using the reference room where they can be disturbing to other patrons. She offered several possible solutions as well as survey information from other area libraries. The trustees agreed to reaffirm the enforcement of the two-hour daily limit in the study rooms for any individual tutor and to restrict all other tutoring to the third floor.

Trustee Committees

Mr. Murphy proposed the creation of three additional trustee standing committees: Planning, Development and Public Relations. For discussion at the September meeting, he asked that each trustee consider a Primary and Secondary area of involvement relative to these committees.

Adjournment

The meeting was adjourned at 10 PM on a motion by Ms. Deal; seconded by Ms. Muldoon. The next meeting will be held at Tuesday, September 9th at 7:15PM.

Respectfully submitted,

Cynthia Diminture

Cynthia Diminture

Trustee Meeting Aug 19, 2003

- Minutes - (Fennelly, Muldoon) approved of the June 19th meeting
- Communications -

  - Response from lawyer regarding the Kathleen Carr estate

- Director's report - (June & July)

↓

Ms. Lord brought to the attention of the board the article on Internet filtering which appeared in the Aug. 17th edition of the Boston Sunday Globe (North West Weekly) section. MLN will not require libraries to install filters on all PCs and so, will forgoe E-fund funding from the federal government. It is unclear how this will effect individual libraries' eligibility for LSTA grant funds. (whether for technology projects or for all grant projects)

Diversity Month - designated by Diversity Task Force (~~September~~ October) - Ms. Lord has joined the committee to promote the town wide (Commun-

Communiter Gardens

C[illegible]ity) Read. The selected book is "Seedfolks". There will be small group discussions of this book, booklists and a speaker.
(and a library display)

Oct. 1 or 2 will be a Diversity Forum (kick-off) a book discussion Could take place on Tuesday, October 14th at the library (in the Community Room)

Sue Miller - Tues-day, oct. 28th

The Board of Trustees agreed to be a group Co-sponsor of Diversity month.

Trustees meet-ing - Wed. 10/15

- DVD rental project - will be implemented in October.

- Overdue notices - Ms. Lord recommended elimination of the mailing of first overdue notices

{ Text on overdue notice to alert people to the lack of a first notice }
?

Town Day Booth - Trustees will staff the booth in 2 hr. shifts.

- Report of FY 2003 Russell Fund Expenditures - M. Castiglioni reported on the expenditures and distributed a spreadsheet with breakdowns. All of the allocated funds were spent other than $309. Ms. Fennelly moved to accept; Ms. Neal 2nded.
- Russell Fund Report - Summary & Future plans should be reworked as well as some other sections (Cindy will work on this while Maryellen is on vacation)

- approval of FY 2004 Russell Fund allocation - the proposed budget is $30,010 in the following breakdown: Salary $5460, Baby bundles $500, Kits $1600, Programs 11,000.

materials $6,450, YA programs and materials $4,400, Supplies $600. Ms. Muldoon asked to see the Russell Fund agreement to clarify the amount of money that can be spent each year. (is there a restriction on the use of the fund's gains?)

Ms. Fennelly made a motion, seconded by Mr. Castiglioni, to approve the request, pending investigation of the above point.

- Discussion of baby bundles - Ms. Rudeiman made a suggestion that the Baby Bundle mailing include a message and booklist about Postpartum Depression. Trustees discussed this, as well as the distribution of a list which includes other books directed at new parents. (more broad-based)

PDF version on web site

Ms. Neal made a motion that ~~we~~ add a new ~~book~~ parent book the library ~~motion~~ list to the baby bundle mailing ; seconded by Ms. Neal. the

Barbara - monakey 9/8

KF 9-10 C. Room

list would be broad-based and include general parenting books as well as those on post-partum depression.

Passed Motion

— review of administrative FY04 Goals × objectives — Some items to emphasize are teen issues (esp. College entrance), user Satisfaction surveys, public relations re: seniors and business community, looking at collections.

Teens, College plans

User surveys

looking at collections

Ms. Ruderman & Mr. Murphy suggested using updated technologies in the collection × compilation of surveys.

Webmonkey

— FY 2004 Trustee goals —

Mr. Murphy suggested re-working the wording of the goals to include Fox Branch. Does the Robbins Library name mean the Arlington Library system which includes any branches. Semantic debate ensued.

Ms. Fennelly moved to adopt the ammended goals × objectives; seconded by Ms. Radochia. unan.

- Report of FY2003 Trust Fund expenditures / Approval of FY2004 Trust Fund Budget requests - approx. $9,000 was left unspent from FY03.

Ms. Fennelly moved the approval of the FY03 budget expenditures and the ammended proposed budget for FY04; seconded by Ms. Neal. Unan.

video store solicitations

- Author Program - Sue Miller will appear on Tuesday, October 28th. A question was raised as to whether her discussion will focus on her new NF book "Story of My Father" or will also include her previous fiction titles. Also, Should an honorarium be offered?

Location - Community Room

- Policy on Tutors - Ms. Loud explained the library situation and suggested several possible Solutions. The Trustees agreed to enforce the 2 hr. limit on

3rd floor plants

study rooms.

- Committees - Mr. Murphy suggested a committee structure which slots all trustees into a primary and/or secondary role in each category. It also allows the participation of non-Trustee members on these standing committees. Everyone was asked to study this proposal and be prepared to discuss at the Sept. meeting.

3
1987/16

Next meeting will be on Tuesday, Sept. 9th @ 7:15 PM.

Motion to adjourn by Ms Deal; 2nded by Ms. Muldoon.

Robbins Library Board of Trustees
June 19, 2003

Call to Order

The meeting was called to order at 7:40 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Approval of Minutes

The minutes of the May 6th meeting were approved as written on a motion by Ms. Fennelly; seconded by Mr. Murphy.

Communications

A letter was received from librarian Osee Mallio thanking the Board for its retirement gift to her. Ms. Muldoon suggested that the trustees send a thank-you note to the library's Finance Committee liaisons, John Deyst and Mary Margaret Franclemont, for their assistance with the budget process. A suggestion was also made to send a thank-you note to the owners of Elements Restaurant for hosting a library fundraiser.

FY04 Budget

Ms. Loud distributed spreadsheets showing the breakdown of the FY02, FY03 and FY04 budgets showing the differences in what was budgeted in FY03 and what has been budgeted for FY04.

Discussion of Trust Funds

Ms. Muldoon reviewed the trust fund spending thus far. There are some minor unspent funds, including money in the Staff Development and Public Relations line items. Ms. Muldoon asked the trustees to ponder where the trust fund allocations should be made this upcoming fiscal year, as part of a long-range strategic plan. Ms. Muldoon will provide a detailed trust fund report at the next meeting.

Video/DVD Rental Collection

At its last meeting, the Friends of the Library Board of Directors voted to allocate a sum of up to $6,000 as seed money for the video and DVD rental collections. Ms. Deal made a motion to accept this offer and launch a pilot program in the fall; seconded by Ms. Fennelly. Passed unanimously.

Library Fines

Ms. Loud distributed a chart showing the fine schedules for each of the forty-one libraries in the Minuteman Library Network. Discussion took place about the possibility of raising overdue fines at the Robbins and Fox libraries. Ms. Fennelly made a motion; seconded by Ms. Deal, to raise fines on adult materials to 15 cents per item per day (from 10 cents). Fines on children's materials would stay as they are at 5 cents per item per day. The motion passed, with Ms. Ruderman voting present.

Communication with Friends of Fox

The trustees want to work cooperatively with this group. Ms. Loud proposed appointing branch librarian Page Lindsay as the official liaison between the Fox Friends group and the Robbins Library. A motion to support this idea was made by Ms. Fennelly; seconded by Mr. Murphy. Passed unanimously.

Policy on Bulletin Boards and Distribution of Free Literature

Ms. Loud proposed amending the policy regarding posting materials on public bulletin boards. The revised policy was accepted unanimously on a motion by Ms. Fennelly; seconded by Ms. Ruderman. An amendment to the policy on distribution of free literature was also proposed. Ms. Fennelly made a motion to accept the revision; seconded by Ms. Deal. Passed with one abstention.

Requests from Organizations to Charge Fees at Programs

Two groups reserving space in the library's Community Room requested permission to charge meeting attendees. Ms. Fennelly made a motion to deny these requests, affirming the existing policy that all meetings be free and open to the public; seconded by Ms. Ruderman. Passed unanimously.

Election of Officers

Ms. Deal reported on the efforts of the nominating committee. The following slate of officers for FY04 was proposed: Chair – Frank Murphy, Vice-Chair- Susan Ruderman, Trust Fund Liaison – Barbara Muldoon, Russell Fund Liaison – David Castiglioni. Ms. Deal made a motion to accept the slate; seconded by Ms. Fennelly. Passed unanimously.

Other

Ms. Deal reported that Sue Miller has been secured as a speaker for the fall author program. Details will be discussed at a future meeting.

Adjournment

The meeting was adjourned at 9:50 PM on a motion by Mr. Murphy; seconded by Ms. Deal. Meetings in FY04 will begin at **7:15 PM.** The next meeting will be held on Tuesday, August 19th.

Respectfully submitted,

Cynthia Diminture

Cynthia Diminture

Trustees Meeting - June 19, 2003

Meeting called to order @ 7:40 PM. Attending Patricia Neal, David Castiglioni, Barbara Muldoon, Katharine Fennelly, Frank Murphy, Joyce Radochia & Susan Ruderman.

Minutes of May 6th meeting - accepted as written; motion by Ms. Fennelly seconded by Mr. Murphy.

- Communications - Letter from retiring librarian Lee Mallis thanking trustees for their gift.

Ms. Muldoon suggested a
- thank-you note to the liaisons from the Finance Committee, John Heyst and Mary Margaret Franclemont.

- Also suggested was a thank-you note to Elements Restaurant for their fund-raiser.

- FY04 Budget - Ms Neal distributed spreadsheets showing the break

down of the FY02, 03 + 04 budgets showing the differences in what was budgeted in FY03 and has been budgeted for FY04.

Volunteer recognition

Trust Funds-

Adopt-a-Shelf program

High School Shelving volunteers

* Ms. Hould asked for advice about starting with painting and new carpet for the Community Room and painting of the Childrens Room. Mr. Murphy suggested making a maintenance/upgrade list with attached price estimates these will be paid out of existing Capital budgets.

Tech Corps to monitor computer usage

→ There are some minor unspent funds, including money in staff development and public relations. ($7500 unspent in general income and unrestricted funds)

Vol. money

Ms. Muldoon asked the trustees to ponder where the trust fund allocations should go this year and also as part of a longer range strategic plan. (this would

be in addition to items/services provided in return for requests from Staff. Ms. Muldoon will provide a trust fund report at the next meeting

State aid money ($51,000) for FY04 has been received. We will have to apply for a waiver of Compliance for State aid funds for FY05.

Ms. Rudeman suggested the formation of a group for bequests or planned giving and would like to gather bio information on donors for history and thank-yous and acknowledgements. This will be further studied.

follow up friends renewal notice (Colored paper)

- Video rental Collection - see next page

Russell Fund accumulated less money this year than would generated, be Allotted ($18,000 vs. 30,000). Mr. Fantini is Checking to see whether any gains could be used in addition to the interest/dividend income. We will be notified. For this fiscal year, most of the income has been spent.

-4-

The Children's Dept. will submit a proposed budget for FY04 once this income allotment has been clarified.

— Video rental Collection - The Friends of the Library, at the last board meeting voted to allocate up to $6,000 to provide seed money for a rental collection. Ms. Deal made a motion to accept this offer and launch this pilot program in the fall; seconded by Ms. Fennelly. Passed unan.

need to change loan rules

— Library fines - Ms. Loud distributed a sheet showing the fine schedule for the 41 Minuteman libraries. Discussion took place about raising the Arlington fines. Ms. Fennelly made a motion to raise ~~funds on~~ fines on adult materials to 15¢ but keep the Children's fines the same (5¢); seconded by Ms. Deal. Passed. Ms. Ruderman voted present.

when will this start

Ms. Ruderman present

— Communication with Friends of FOL group - The Trustees want

to promote working with this group. Ms. Lowd proposed appointing branch librarian Page Lindsay as the official liaison between the Fox group and the Robbins Library. A motion was made by Ms. Fennelly to name Page Lindsay as liaison to Friends of the Fox group; seconded by Mr. Murphy. Passed unan.

It was also suggested that a member of the Fox group be sending info to Robbins and that Page bring information in both directions.

Play tickets - Send to Robbins + Fox Friends.

-Policy on public bulletin boards + distribution of free literature (tentative) - Ms. Lowd made a tentative proposal concerning postings. Acceptance of this was approved on a motion by Ms. Fennelly; seconded by Ms. Rudelman

Start here in filling heading typed

Ms. Fennelly also made a motion to accept the ammended free distribution policy; seconded

by Ms Neal. Passed unan.
Ms. Ruderman abstained.

Trustees agreed to review the revised policies in 3-6 months. (trial)

- Request from organizations to charge fees at programs - Ms. Fennelly made a motion to deny the request from both requesting groups to charge fees for programs held here, as per the existing policy; seconded by Ms. Ruderman. Passed unan.

- Election of officers - Ms Neal reported on the work of the Nominating Committee

✓ Proposed Slate:

start here

Frank Murphy - Chair
Susan Ruderman Vice Chair
Barbara Muldoon Trust Fund liaison

David Castiglioni - Russell Fund liaison

Ms. Neal proposed to select the slate; Ms. Fennelly

seconded. Passed unan.
Meetings for the next year will begin at 7:15PM.

The meeting was adjourned at ___
on a motion by ;
seconded by

Other - Wed., Nov. 5th - program with Sue Miller has been arranged. An honorarium will be discussed.

Next meeting - Tuesday, Aug. 19th
at 7:15 PM.

Robbins Library Board of Trustees
May 6, 2003

Call to Order

The meeting was called to order at 7:35 PM. Attending were trustees Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy and Joyce Radochia. David Castiglioni and Susan Ruderman were absent. Also attending were library director Maryellen Loud, assistant director Cynthia Diminture and Finance Committee liaisons Mary Margaret Franclemont and John Deyst.

Approval of Minutes

The minutes of the April 8th (regular) meeting were approved on a motion by Ms. Deal; seconded by Ms. Muldoon. The minutes of the April 24th (special) meeting were approved on a motion by Ms. Fennelly; seconded by Mr. Murphy.

Communications

Ms. Loud let the board know that the Library was the recipient of two prizes in the Public Relations Award contest sponsored by the Massachusetts Library Association. Robbins received second prize for its logo design and an honorable mention for the quarterly newsletter.

FY04 Budget Update

Finance Committee liaisons Mary Margaret Franclemont and John Deyst attended the meeting to update the board of the status of the town's FY04 budget requests. June 14th has been set as the date for the vote on an override to Proposition 2 and1/2. The Finance Committee has voted to support the override, which would return 3 million dollars to the school budget and 1 million to the town side budgets. Mr. Deyst noted the Finance Committee realized that the library and Human Services department budgets had been particularly hard hit. Two different budgets will be voted by Town Meeting, one that will go into effect following a successful override, the other if the override attempt fails.

Video Rental Collection

Ms. Loud asked the board to consider instituting a video rental collection. Under the proposed plan, the Friends of the Library would provide seed money for this project and any videocassettes purchased by Friends' funds would be loaned for a rental fee of $1/week. Videos purchased by municipal, state aid or trust funds

would remain free. All DVDs (a much smaller collection) would be for rental only. Ms. Loud distributed a survey from three libraries in the Minuteman Library Network that have fee-based video collections. After much discussion, it was the consensus of the board that the request for funding would be presented to the Friends of the Library Board of Directors on May 8th. Then, the trustee board will take this discussion up again at its June meeting.

New Automated System

Ms. Diminture reported on the new system that will be implemented by MLN in the new fiscal year. The new software, Millennium, by Innovative Interfaces, Inc. is a graphical system replacing the existing text-based system by Data Research Associates. During the last week in June, the libraries in Minuteman will be in transition to the new system. During that week, items can be checked out but NOT checked in. No library cards can be issued. Patrons must bring in their library cards to borrow materials. Alternative identifications such as a license cannot be used. Beginning July 1st, the new system will be operational.

Front Doors

On Tuesday, May 20th, the Permanent Town Building Committee will meet and one of the agenda items will be a request to expend funds for new front doors for the Robbins Library. Ms. Loud will attend, along with an architect and Teresa DeBenedictis. The preferred proposal is to replace the entire exterior of the doors, including the cladding and replace it with a solid aluminum storefront system, with a bronze colored finish. The doors would be operated manually with a push-button assist. For the interior set, the plan is to replace the doors with butt-hinged doors operated by a push button. If funds are voted for this project, the design must then be approved by the town's Historic Commission. The trustees are free to attend the meeting of the Permanent Town Building Committee.

Trust Fund Budget Report

Ms. Muldoon, the trust fund liaison, presented a report of expenditures through April 1st. Of the unspent unrestricted funds, most are in the categories of Staff Development, Public Relations and Children/Young Adult Programming. Of the restricted/designated funds, underspent areas are Sign Language Interpreters, Author Program, Workshops and the Free Books for Children giveaway. Ms. Loud discussed plans for spending down some of this by the end of the fiscal year. The Robbins Art and Robbins Print fund monies are gradually being spent down. Less than half of the fund-raising money has been expended, but much of it has been encumbered by orders for items such as Russian and Spanish books. To date, the business donor solicitation has brought in approximately $1500.

Author Program

Approximately fifty people attended the last program featuring science fiction and fantasy writers. For an upcoming fall or spring program, Ms. Ruderman suggested Marne Davis Kellogg as the speaker. She is a mystery writer living in Colorado. Ms. Deal suggested Sue Miller who has a newly released title about Alzheimer's Disease. Ms. Muldoon again suggested physician/writer Perri Klass. Ms. Loud attended a Massachusetts Library Association lecture about author programs and will compile and distribute the information at a future meeting.

Appointment of Nominating Committee

Ms. Radochia asked Ms. Deal and Ms. Fennelly to serve as the nominating committee for officers for FY04. They will present a slate at the June meeting.

Other

Ms. Loud proposed a schedule of open hours for the Fox Branch for FY04. If the override effort fails, Fox would be open the equivalent of two full days on the following schedule: Tuesday 9AM-1PM, Wednesday, 1-9 PM, Thursday 9AM-1PM.

Adjournment

The meeting was adjourned at 9:55 PM on a motion by Ms. Deal; seconded by Ms. Fennelly. The next meeting will take place on Thursday, June 19th at 7:30 PM.

Respectfully submitted,

Cynthia Diminture

Cynthia Diminture

Trustees Meeting - May 6, 2003

- The meeting was called to order @ 7:35 PM. Attending were trustees Barbara Muldoon, Patricia Deal, Joyce Radochia, Frank Murphy and Katharine Fennelly. Absent were: Susan Rudelman and David Castiglioni. Also attending were library director Maryellen Loud, assistant director Cynthia Dimixture and Finance Committee liaison Mary Margaret Francelmont.

- Approval of minutes - The minutes of the April 24th meeting were approved on a motion by Ms. Fennelly; seconded by Mr. Murphy. The minutes of the April 8th (regular meeting) were approved on a motion by Ms. Deal; seconded by Ms. Muldoon

review these

- Communications -
  MLA Pub. Relations award - 2nd prize for logo; honorable mention for newsletter

Ms. Loud let the trustees know this.

Budget update – Trustee liaisons John Dwight and Mary Margaret Franclemont attended to update the trustees on the status of this years (FY04) budget situation.

If an override vote passes, (4m)
3 m schools 3 million would be returned to the schools and 1 million to
1 million town be ret'd to the town side.

The FinCom recognized that the Library and Human Services were particularly hard hit. The $42,000 amount that was placed on override to cover 2 days of service at Fox could? possibly offset some other library cuts, because now $42,000 has been promised for that purpose from parking revenues.

The Finance Committee voted to support the override for FY04.

The budgets are not expected to be taken up for another 2 weeks. Two different budgets will be voted, dependant upon whether the override passes or does not.

Video Rental Collection - Ms. Loud asked the Trustees Consider a program in which the videos provided by Friends funds would be a rental collection and those purchased by municipal budget, trust funds & state aid would be free. Under this plan, the DVD Collection (much smaller) would be a rental Collection. She passed out a survey of three libraries who have "Charge" Collections (Framingham, Waltham, Wayland) Ms. Deal made a motion to institute this program as a pilot. This was later withdrawn. The Consensus of the board was to

Tuesday
Front doors - on May 20th, Ms. Choud, Teresa D. & an architect will attend the meeting of the PTBC to request funding to replace the front doors. The entire exterior would be replaced, including the cladding (solid aluminum storefront system, with a bronze colored finish). They will be manual, with a push button assist. For interior doors, the door option is for totally new butt-hinged door with a push button. There was a second option for fully automatic bronze ~~operational~~ sliding doors operated by motion sensors, but there was sentiment that this would not be aesthetically & historically pleasing. Trustees are free to attend the presentation.

Then to Historic Commission & perhaps State for Nat. Reg.
(22,000 Cost for exterior doors

Trust fund budget report - Ms. Muldoon, the trust fund liaison, presented a report ↓

through april 1st.

- $\frac{2}{3}$ not spent of the unrestricted (staff dev., public relations, Childrens/YA programming)

- Restricted/designated funds - not half has been spent (underspent were free books for Childrens giveaway, YA money, sign language interpretors, workshops, author program)

- Robbins art + Print fund monies are being spent down gradually.

- Fund-raising monies - less than half had been spent by april 1st (audio Cassettes, multi-Cultural) but most items have now been ordered, esp. Russian + Spanish books.

{digital camera} - Business solicitation has so far brought in $1500.

Author program - approx. 50 people attended the last program. For the next program, Ms. Rudelman suggested Marne Davis Kellogg, a mystery writer. She lives in Colorado. Ms. Deal suggested Sue Miller who now has a new NF title about Alzheimer's Disease. Ms. Muldoon again suggested Perri Klass. She already asked about finding out from bookstores which authors are coming on a circuit so that maybe we could piggy-back. Ms. Loud attended an MLA program on author programs, and will type up and distribute the information.

Fall or Spring

- Appt. of Nominating Committee - Ms. Radochia asked Ms. Deal & Ms. Fennelly to serve as the nominating Committee. They will suggest a slate at the next meeting in June.

Pat
Kathy

- Next meeting - Thursday, June 19th

other-

Ms. Fennelly reported on the over-ride Campaign efforts.

Friends mailing list?

- Informational meeting open to the public?

- ut are leafletting/signs by staff and/or supporters

May 31st
June 7th

- Friend's involvement

Thursday, June 12th

Σ flyer would be similar to the Friend's flyers but would ask people to vote for the over ride

Should trustees be able to to this as board members or should be careful to to as individuals.

- Fox/Main hours - Ms. Loud Proposed a schedule for FY04 taking into account a failed over ride.

		Fox	
M+W	9-6	Tues.	9-1
T+Th	1-9	Wed.	1-9
F+S	9-5	Thurs.	9-1

Motion to adjourn at 9:55 by Mr. Deal; seconded by Mr. Fennelly.

Robbins Library Board of Trustees
April 24, 2003

Call to Order

The meeting was called to order at 6:35 p.m. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Also attending was library director Maryellen Loud.

Annual Report for the Public

The Board reviewed and approved the changes suggested by Frank Murphy with a few minor changes.

Fundraising Bookmarks

Ms. Loud reported that through an oversight the fundraising bookmarks did not include the hours at the Fox Library. The Board discussed whether to pull the bookmarks because of this. After considerable discussion it was voted to distribute at the Robbins Library the current batch that had already been printed and issue a corrected version when the supply is depleted (moved by Ms. Deal; seconded by Ms. Ruderman).

Fundraising for the Fox Library

Ms. Loud reported on her meetings with Nancy Galkowski and Jack Hurd concerning the Fox Library. The Board of Selectmen have made a policy decision that the Fox Library will remain open two days a week with funding from the anticipated increase in parking revenue. The Fox support group hopes to also raise private funds and is exploring several ideas. Ms. Loud discussed with the Trustees how best to facilitate communication with the Fox fundraising group. It was the consensus of the Board that Ms. Loud and Joyce Radochia should attend meetings of the fundraising group.

General Fundraising

Ms. Loud reported that all the business solicitation letters have been mailed and several responses have been received. As suggested by Ms. Ruderman, there will be a solicitation of vendors that the library does substantial business with. Ms. Fennelly reported that Tea Tray in the Sky is interested in doing a fundraiser for the library when it re-opens.

FY04 Budget

It was suggested that the Friends of the Library present an informational program on the budget cuts.

The meeting adjourned at 8:35 p.m.

Minutes submitted by Maryellen Loud.

Robbins Library Board of Trustees
April 8, 2003

Call to Order

The meeting was called to order at 7:30 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud, assistant director Cynthia Diminture and Finance Committee liaison Mary Margaret Franclemont.

Meeting with Finance Committee Liaison

Mary Margaret Franclemont attended the meeting to update the Board on the town's budget process. On April 28th, the Selectmen will decide what items and amounts of money will be placed on the override ballot. Ms. Galkowski will make preliminary recommendations prior to this meeting. Town Meeting will be presented with two budgets to vote on, one which will be the result of a successful override vote on June 12th, and the other which will take effect if there is a negative override vote. By the May trustees meeting, the full state situation and the town's firm budget figures should be known.

Approval of Minutes

In the minutes of the March 11th meeting, the spelling of the name of Finance Committee liaison John Deyst was corrected. The corrected minutes were approved on a motion by Ms. Fennelly; seconded by Ms. Deal.

Communications

1.An invitation was issued to the trustees for an author program to be held at the Ottoson Middle School on May 6th. 2. Ms. Loud reminded the trustees about an upcoming fundraising seminar sponsored by the MA Board of Library Commissioners and the MA Friends of Libraries. 3.Ms. Loud distributed a flyer for a program concerning the Patriot Act, to be held at the Jones Library in Amherst. 4. Ms. Loud relayed to the Board a request by a staff person to attend the American Library Association annual conference in Toronto in June. Ms. Loud will confer with Ms. Galkowski regarding this. The trustees agreed to use trust funds to pay the conference fee.

FY04 Budget

The trustees discussed in depth which budget items and corresponding money amounts should be requested for inclusion on an override ballot. These would be the services that would be restored to the library budget if the override is successful. The trustees recommended that funding be included for the restoration of hours and services at the Robbins Library as a first tier, and then three days open at the Fox Library. Ms. Galkowski will be asked to include these in her recommendations to the Selectmen.

Author Program

A panel of three Arlington authors, Jeffrey Carver, Craig Shaw Gardner and Gary Goshgarian, will speak on Tuesday, April 22nd at 7:30 PM. Their program will be entitled "Exploring the Unknown". Susan Webber will moderate. The authors will bring copies of their books to sell. A press release has been sent to the Arlington Advocate and flyers have been mailed.

Robbins Print Collection.

The Assistant Building Inspector for the town has taken measurements in the Conference Room to insure that the spacing of the proposed print cabinets will meet building code specifications. Ms. Fennelly made a motion; seconded by Ms. Ruderman to expend $10,063 from the Robbins Art Fund, to purchase the print storage cabinets. Passed unanimously.

Annual Report for the Public

Ms. Loud distributed a draft of the 2002 annual report. Trustees made suggestions for the final version.

Fundraising

Ms. Ruderman presented a draft of a solicitation letter directed toward the business community. The trustees were pleased with the content but expressed a desire for the text to fit on a single page. The letter will be mailed within a few days. Ms. Ruderman also showed the trustees four different designs for bookmarks supporting the trustees' fundraising efforts. These will be printed and distributed at the library circulation desk.

Russell Fund Budget Report

Mr. Castiglioni, the Russell Fund liaison, reported that there is still approximately $8,000 remaining to be spent this fiscal year. Most of this amount has already been earmarked.

Adjournment

The meeting was adjourned at 9:45PM on a motion by Ms. Ruderman; seconded by Ms. Muldoon. The next meeting will take place on **May 6, 2003** at 7:30 PM.

Respectfully submitted,
Cynthia Diminture
Cynthia Diminture

Robbins Library Board of Trustees
April 8, 2003

Call to Order

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FY04 Budget

The trustees discussed in depth which budget items and corresponding money amounts should be requested for inclusion on an override ballot. These would be the services that would be restored to the library budget if the override is successful. The trustees recommended that funding be included for the restoration of hours and services at the Robbins Library as a first tier, and then three days open at the Fox Library. Ms. Galkowski will be asked to include these in her recommendations to the Selectmen.

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Ms. Ruderman presented a draft of a solicitation letter directed toward the business community. The trustees were pleased with the content but expressed a desire for the text to fit on a single page. The letter will be mailed within a few days. Ms. Ruderman also showed the trustees four different designs for bookmarks supporting the trustees' fundraising efforts. These will be printed and distributed at the library circulation desk.

Russell Fund Budget Report

Mr. Castiglioni, the Russell Fund liaison, reported that there is still approximately $8,000 remaining to be spent this fiscal year. Most of this amount has already been earmarked.

Adjournment

The meeting was adjourned at 9:45PM on a motion by Ms. Ruderman; seconded by Ms. Muldoon. The next meeting will take place on **May 6, 2003** at 7:30 PM.

Respectfully submitted,

Cynthia Diminture

2 more bottles soda

Trustees - April 8, 2003

- Call to order - the meeting was called
to order @ 7:30 PM. Attending
were trustees Patricia Neal,
Joyce Radochia, David Castigli-
one, Frank Murphy, Susan
Ruderman ~~and~~, Barbara Mul-
doon and Katharine Fennelly.
Also attending were director Mary
Ellen Loud, assistant director
Cynthia Neminture and Finance
Committee Liaison Mary Margar
et Franclemont.

Meeting with Finance Committee
Liaisons - Mary Margaret Francle-
mont attended to update the
board on the budget process.
Town meeting will have 2
1.3 million different budgets to vote on;
one which will be the result of
a successful override, and the
other which will take effect
if there is a negative vote on the
override.
On April 28th - the select men
will decide what items + amts. will
be placed on the override
ballot. Some preliminary
work will be done by MD

Galkowski prior to this date.
Ms. Franclemont believes that PR efforts are helpful, at least to educate the Finance Committee and the public. The Fin Com wants to prepare a three year plan. By our May meeting, the state situation and the town's budget amounts should be known. An amount of 5 million has been suggested for an override. There is a feeling that there is no appetite for an amount more than that.

- Approval of minutes - Motion to approve as corrected, by Ms. Fennelly; 2nd ed by Ms. Neal. The spelling of the name of John Nept was corrected from Dyest.

- Communications -
① Invite to Author program @ Ottoson on Tuesday, May 4th

② Fund-raising seminar, sponsored by MA Board of Library Commissioners + the MA Friends of Libraries

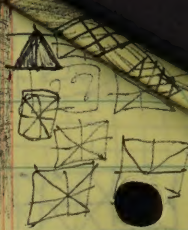
- Flyer for program on the Patriot

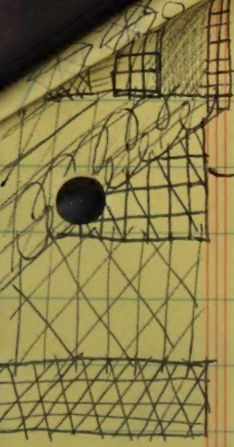
Act, at the Jones Library in Amherst,

- Request from a staff person (N. Gentile) to attend the ALA Conference in Toronto. Ms. Lord is concerned about the out-of-state travel, which the town has previously ruled against. Trustees felt that Ms. Lord should find out of the feeling of Ms. Galkowski in this regard. If she is OK with this, then Trustees believed that some portion of the Conference or other fees could be compensated.

Budget 04 — Trustees discussed which items + corresponding ~~items~~ amounts should be requested for override voting + restored if the vote is successful. The Trustees suggested packaging (bundling) items together. Ms. Lord believes that the library would have to have approx. $225,000 restored in order to meet the modified municipal appropriation requirements for library →

116/84/0 200





State aid. order:

—restore main library services, including Sun day

— 3 days open @ Fox
— library materials (some)

Ms. Loud will re-work this bundling based on the consensus of the board.

—Author program - 3 author panel will speak on April 22nd. Susan Webley will moderate. Flyers have been mailed. The Arlington Advocate has been sent a press release. Authors will bring their own books to sell. Ms. Radochia will do brief introductions for the participants.

April 22nd - borrow microphone?

— Robbins Print Collection - the Ass't. Building & Inspector has visited twice to take measurements. He believes that if the table is moved to one side, the other side can be made into

a proper aisle which meets Building Code.

063
10,888
Storage cabinets

Ms Fennelly made a motion; seconded by Ms. Ruderman to expend $10,063 to purchase print Storage Cabinets, to come from the Robbins Art Fund. Passed unan.

— annual report - Ms. Todd distributed a draft of the 2002 annual report

- Fundraising letter - Ms. Ruderman did a draft of a letter to the businesses. Trustees liked the text but preferred it to be on a single page.

Give Joyce a copy of annual report Wed. eve.

Ms. Ruderman also presented drafts of four different bookmarks encouraging fundraising.

these would be available at the Circulation desk. We will print a limited amount with the current hours.

eb 28th
12,000

— Russell Fund Budget report - Mr. Castiglioni reports that there is approx 8,000 remaining to be spent. The trustees declined to approve 2 program expenditures for programs in July 2004. through Feb. 28th, the fund has made $12,000

@ 9:45
Motion to adjourn by

Next meeting - Tuesday, May 6th

Robbins Library Board of Trustees
March 11, 2003

Call to Order

The meeting was called to order at 7:38 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture. The Board also welcomed the library's Finance Committee liaisons John Deyst and Mary Margaret Franclemont.

Approval of Minutes

The minutes of the February 18th meeting were approved with one correction (the word "than" was inserted between the words "larger" and "expected" in the third line of the FY04 Budget paragraph) on a motion by Ms. Fennelly; seconded by Ms. Muldoon.

Procedure for Review of Library Policies

Ms. Radochia asked for the creation of a sub-committee to review the policies. Ms. Fennelly agreed to serve with Frank Murphy. Ms. Loud will review policies with staff. Then she will confer with the sub-committee who will give a brief report at a future meeting.

Schedule of Exhibits by Public

As previously discussed, Ms. Loud distributed the schedule for the use of the public display table. Community groups have reserved seven of the next ten months.

Author Program

The author program sub-committee has scheduled the program for Tuesday, April 22nd at 7:30 PM. Three authors have agreed to speak: Gary Goshgarian, Jeffrey Carver and Craig Shaw Gardner. A moderator is still being sought.

Meeting with Finance Committee Liaisons

The library's Finance Committee liaisons, Mary Margaret Franclemont and John Deyst, reviewed with the trustee board how the budget process works. The liaisons have reviewed the submitted budget and then met with Ms. Loud to talk about the entire budget situation for the library. They recognize what a large percentage budget cut the library has sustained for FY04. The representatives answered questions and reiterated that the budget process is still very much in a state of flux. Much discussion

took place about the possibility of the library being de-certified by the state, making it ineligible to received direct state aid payments. This could also result in neighboring libraries' denying borrowing privileges to Arlington residents. Mr. Deyst talked about the possibility of Town Meeting passing two separate budgets, one dependent on a positive override vote and the other not. The Board of Selectmen will make a decision on March 24th about going forward with an override election.

Community Time

No members of the community were present. However, Ms. Fennelly brought up the topic of communications regarding the library which have been appearing on the Arlington list serve.

Friends of the Library Update

Ms. Fennelly and Ms. Diminture reported on the activities of the Friends of the Library. Proceeds from the ongoing book sale continue to increase. Additional shelves have been added to the sale room. The January Irish music program was well attended and enjoyable. The Friends will be sponsoring a three-session genealogy series in April. The programs will be free, but the Friends asked the Trustees for permission to accept donations, which was granted. The Friends hope to do a fundraiser with the Arlington Friends of the Drama in October. April is membership renewal month for the Friends.

Annual Report for the Public

The trustees liked the format of last year's report and would like Ms. Loud to do a similar one this year. They would like it to be distributed to Town Meeting members.

Disaster Planning Funds

Ms. Loud made the trustees aware that Nancy Gentile is preparing a thorough disaster plan. In the event of a real (and expensive) disaster, the library would most likely need some immediate funds. There was a consensus among the board members that trust funds could be used for this purpose.

Communications

Ms. Loud distributed a memo from David Gray of the MA Board of Library Commissioners containing an update on the state budget situation. The Massachusetts Library Association is trying to have a strong showing at the upcoming Library Legislative Day. Crossroads Trade, in cooperation with the town's recycling committee, is promoting awareness of Earth Day. They have asked the library to be a drop-off location for projects made from recycled materials created by students in

grades one through eight. A discussion took place on a request by the group Arlington United for Justice with Peace for support of their warrant article regarding the Patriot Act. Neither the Board nor the director will be endorsing the article since it is not customary for either to take a position on warrant articles.

Fundraising

A suggestion was made to offer a fundraising option via the Robbins Library web site. Ms. Ruderman advised the creation of bookmarks soliciting donations. She will draft the text for the bookmarks as well as the letter for the annual business donor solicitation.

FY04 Budget

It was the sense of the trustees that some of the trust fund line items could be transferred to the materials category in the next fiscal year. Ms. Ruderman cautioned against losing all of the non-materials services, such as the author programs. Discussion took place about many aspects of the FY04 municipal budget as submitted. Some trustees will meet with the Acting Town Manager to talk about the budget in detail. The Finance Committee Liaisons will probably return to a future trustee meeting.

Adjournment

The meeting was adjourned at 10:50 PM on a motion by Ms. Deal; seconded by Mr. Murphy. The next meeting will take place on April 8th at 7:30 PM.

Respectfully submitted,
Cynthia Diminture
Cynthia Diminture

Trustees Meeting - March 11, 2003

Call to order - The meeting was called to order @ 7:38 PM. attending were David Castiglioni, Patricia Deal, Barbara Muldoon, Frank Murphy, Joyce Radochia, Susan Ruderman, Katharine Fennelly. Also attending were Director Maryellen Pond and Assistant Director .... The board also welcomed the library Finance Committee liaisons Mary Margaret Franchimont and

- Approval of Minutes - The minutes of the Feb. 18th mtg. were approved with one correction (see notes) on a motion by Ms. Fennelly; seconded by Ms. Muldoon

- Procedure for review of library policies - Ms. Radochia asked for volunteers to make up a sub-committee for review. Ms.

Fennelly agreed to serve with Frank Murphy. Ms. Lord will take a month to review them with staff. Then, the sub-Committee will ~~convene at a~~ ~~future meeting~~ (May perhaps), Confer with the director and provide a brief report at the May meeting.

— Schedule of exhibits by public — Ms. Lord distributed a Schedule thus far for 2003. (public table) July, October and December are so far vacant.

— Author program — Sub-Committee has scheduled the program for Tuesday, April 22nd 7:30. Three Authors have been recruited: Gary Goshgarian, Jeffrey Carver and Craig Shaw-Gardner. A moderator is still being sought. Trustees wanted to ask Claire Anderson if she could recommend a moderator. (N.E. Science Fiction Association)

Claire Anderson - moderator

- Meeting with Finance Committee liaisons – They reviewed how the budget process works. Reps. reviewed the budgets, then met privately with Ms Lould to talk about the entire library budget situation. They recognize what a large percentage cut the library has suffered. Ms. Lould mentioned that there are revised town budget figures. (Ms. Galkowski thinks that some of the deficit has been closed) The reps answered questions and reiterated that the budget process is still very much in flux. The library de-certification was at the forefront. Mr. Dyest believes that Town Meeting will pass an override budget, then the override vote would be held and then (if it passes) Town meeting will re-convene to discuss how the extra money would then be distributed. The selectmen will be addressing the override situation on

Friends
D[illegible]ors
program
attendees

March 24th.

- Community Time - Ms. Fennelly brought up the topic of the communications via the Arlington list (electronic list serve)

- Budget -

- Friends of the Library update - Trustees agreed that Friends could ask for donations at their genealogy series.

- Annual report for the public - Trustees liked the format of last year's & want the same again. Trustees also wanted it distributed to Town Meeting on the 2nd or 3rd evening.

- Disaster-planning funds - Ms. Ford made the trustees aware that Nancy Gentile is preparing a thorough disaster plan. In the event of a real (and expensive disaster) the library would immediately need some funds. Ms. Ford asked

whether Trustees would (trust funds) provide funds to do this. The Trustees agreed to this in theory.

— Communications

— Press release from David Gray with tips on how to respond to their budget cuts. update on the State budget situa-

— Library Legislative Day - The Mon MA Board is trying to rally a strong showing (thousands rather than hundreds), so everyone is

Crossroads Trade - Katie Harris

— Crossroads Trade is publicizing an awareness of Earth Day with the town's recycling Committee. They have requested that the library be a drop off location for projects (gr. 1-8) which are creations made from recycled materials.

— Endorsement of Civil Liberties warrant article - Ms. Pond ->

Can answer questions at Town Meeting about the implications of the Patriot Act on the library. The library and the director will not be endorsing this. Arlington United for Justice with Peace group are working for the repeal of the Patriot Act (warrant article) Trustees would not agree to endorse the warrant article.

Fund-raising
List from Town Clerk on new businesses incorporated

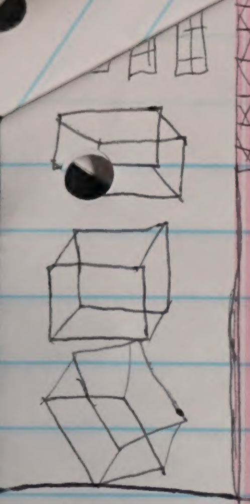
Web site - does it offer a fundraising option? If not, we should do.

Ms. Ruderman suggested book marks ~~listing~~ soliciting donations.

Web site for budget information?

Ms. Ruderman will draft the fund-raising letter and some text for the book marks.

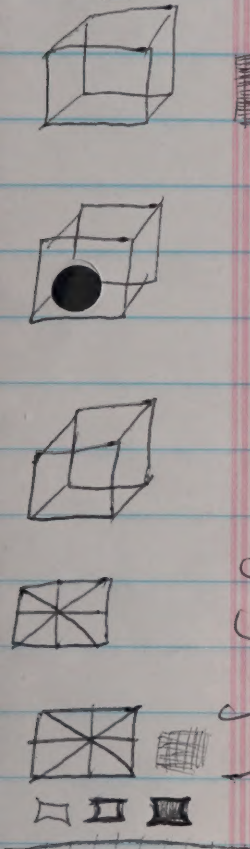
- FY04 Budget -



- Fox as Community Center?
- Trust funds to absorb more of book budgets so we could put more back into personnel
- What items to go on an override
- other monies such as MLN Credit, remaining monies in Library State Aid, fund-raising solicitation money

$20,000 MLN credit

Non-materials items in the Trust fund budget amount to about $12,000.



It was the sense of the trustees that some of this money will be transferred into materials. Ms. Reidelman expressed caution about losing all of the non-materials services such as the author programs.

The Finance Committee liaisons will probably come for a return visit.

Trustees are interested in meeting with the Town Manager.

The meeting was adjourned @ 10:50 on a motion by Mo Neal; seconded by Frank Murphy.

april 8th — next meeting

Robbins Library Board of Trustees
February 18, 2003

Call to Order

The meeting was called to order at 7:36 PM. Attending were trustees Katharine Fennelly, Barbara Muldoon, Joyce Radochia and Susan Ruderman. David Castiglioni, Patricia Deal and Frank Murphy were absent. Also attending were library director Maryellen Loud, assistant director Cynthia Diminture and Nancy Gentile, Head of Adult Services.

Approval of Minutes

The minutes of the January 28th meeting were approved as written on a motion by Ms. Fennelly; seconded by Ms. Ruderman.

Communications

Ms. Loud reminded the trustees about the upcoming Legislative Breakfast on Friday, March 7th at the Concord Public Library.

Robbins Print Collection

Nancy Gentile gave the trustees a report on the status of the print collection project. The trustees had previously expressed concern about the depth of the proposed cabinetry to house the prints in the Conference Room. Ms. Gentile explained why she thought that they should reconsider. If the entire depth of the cabinets is reduced, a significantly smaller number of print boxes could be stored there. A compromise was suggested to reduce the size of just the entrance cabinet and keep the others as designed. Ms. Gentile will contact the representative from Tucker Company to provide an adjusted design and price quotation.

FY04 Budget

Ms. Loud reported that the town's budget deficit for FY04 may be much larger than previously anticipated ($13 million rather than $8 million) due to an even larger than expected cut in state aid money. Discussion took place about the possibility of user fees. The trustees reviewed the suggestions which Liz Buchanan had sent to Selectman Diane Mahon and formulated responses to them. Ms. Loud will forward these to Nancy Galkowski and Ms. Mahon. Ms. Radochia

head of the Finance Committee to find out if the library's liaisons will be coming to meet with the Board this year, as has been past practice.

Fundraising and Little Brown Solicitation

Ms. Ruderman drafted a solicitation letter to Little Brown requesting money for an endowment fund. The connection is that James Brown, one of the original founders of Little Brown, was once the chief book selector for the Robbins Library. The company has recently been acquired by AOL/Time Warner.

Spring Author Program

The trustee author program sub-committee will plan the program. It is hoped that Patricia Deal will chair the sub-committee. Ms. Fennelly and Ms. Radochia agreed to serve. The date should be a Tuesday or Thursday evening in the spring, so as not to interfere with Town Meeting.

Discussion of Policies on Exhibits/Displays and Distribution of Free Literature

The trustees re-affirmed the existing policies. They asked Ms. Loud to let them know each month what displays would be upcoming.

Policies

Ms. Loud asked the board how frequently they would like to review library policies. They would like to review policies as a whole, rather than incrementally. Ms. Fennelly suggested the formation of a policy review sub-committee and the Board decided that Ms. Loud should contact Frank Murphy regarding this.

Adjournment

The meeting was adjourned at 9:55 PM on a motion by Ms. Radochia; seconded by Ms. Fennelly. The next meeting will take place on Tuesday, March 11th at 7:30 PM.

Respectfully submitted,

Cynthia Diminture

Cynthia Diminture

Trustees February 18, 2003

- Call to order - at 7:36 PM
  Attending were trustees Joyce Radochia, Barbara Muldoon, Katharine Fennelly, Susan Ruderman
  Also attending were library director Maryellen Loud, Assistant director Cindy Pliminture and Nancy Gentile, Head of Adult Services.

- Approval of minutes - The mins. of the Jan. 28th meeting were approved as written on a motion by Ms. Fennelly; seconded by Ms. Ruderman.

Communications

- Ms. Loud reminded ~~Staff~~ the trustees about the legislative breakfast on March 7th at the Concord Library.

- Robbins Print Collection - Nancy Gentile attended to apprise Trustees of the status of the Print Collection project.

Trustees had previously expressed concern about the size depth of the proposed Cabinetry for the Conference Room. Ms. Gentile explained why she thought that they should reconsider. If the depth is reduced, it will significantly impact the number of print boxes which can be stored. The most valuable prints should at least be housed here. Lesser value prints could go to overflow storage, but the more valuable prints are in the larger boxes and they can't fit if the depth is reduced. With a reduction, 156 less boxes can be accommodated. A Compromise was suggested to reduce the size of only the entrance Cabinet and keep the others as quoted.

156 boxes more

A question was raised about whether the Capacity of the room would need to be adjusted once the Cabinets are installed.

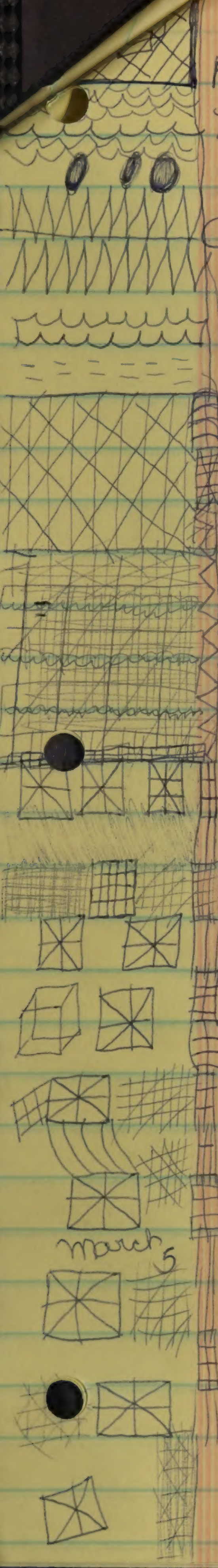
FY04 Budget - Ms. Lord reported that there may be a much larger deficit (perhaps 5 million) than already anticipated due to an even larger expected cut in State aid. Discussion took place about user fees. Trustees reviewed the suggestions of Liz Buchanan.

start minutes here

Ms. Radochia will call a Finance Committee member (Alan Tosti or Mary Margaret Franclemont) to see if a liaison is planning to attend a Trustee meeting.

Trustees agreed to formulate a letter to send to the advocate. Joyce Radochia will draft. They will also send individual letters to the board of selectmen.

— Fundraising and Little Brown solicitation letter - Ms. Ruderman drafted a solicitation letter to Little Brown requesting money for an endowment fund. The connection is that the original Chief book selector for the library



James Brown, formed the publishing firm of Little & Brown. They have now been purchased by AOL/Time Warner

— Spring author program (appt. of Trustee sub-Committee). Pat Deal will chair. Kathy Tennelly & Joyce Radochia will serve. The date should be a Tuesday or Thursday evening in the spring. Town meeting will be Mon. & Wed.

— Discussion of policies on exhibits/display & distribution of free literature — Trustees re-affirmed the policy and asked to be appriséd each month of what display will be upcoming.

Policies - schedule of review - Ms. Lord will bring policies to the board for review all at once. Ms. Tennelly suggested the formation of a policy review sub-Committee.

Ms. Pourd will begin working on this.

- Director's report -

- other

name tags for staff - a resident suggested this and Ms. Pourd will send a response.

The meeting was adjourned at 9:55 PM on a motion by Ms. Radochia; seconded by Ms Fennelly.

Next meeting - March 11 @ 7:30 PM

Robbins Library Board of Trustees
January 28, 2003

Call to Order

The meeting was called to order at 7:35 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Approval of Minutes

The minutes of the January 14th meeting were approved as written on a motion by Ms. Ruderman; seconded by Ms. Deal.

FY04 Budget

The FY04 budget was the primary topic of discussion at this meeting. The library budget, with a reduction of approximately $330,000, has been submitted to the Town Manager. The Selectmen will meet on Thursday, February 6th to review detailed budgets for each department under the jurisdiction of the Manager. The public may attend this meeting but will not be allowed to make comments. A further review of the budgets with the Finance Committee will take place on Monday, February 10th, when public comments will be solicited. Trustees had many questions about the budget process. Suggestions were made to present the reductions in a graphical way so that the impact of the budget cuts can be made clear. Ms. Loud asked the trustees to consider the priority order in which cut items would be restored in the event that cuts do not need to be so drastic.

Adjournment

The meeting was adjourned at 9:45 PM on a motion by Ms. Deal; seconded by Ms. Radochia. The next meeting will take place on Tuesday, February 18th at 7:30 PM.

Respectfully submitted,
Cynthia Diminture
Cynthia Diminture

web site –
Frank Murphy

Trustees meeting – Tuesday, 1/28/03

- Call to order: The meeting was called to order @ 7:35 PM. Attending were: Patricia Deal, Frank Murphy, Barbara Muldoon, Katharine Fennelly, Joyce Radochia, Susan Ruderman, David Castiglioni

Minutes: Ms. Ruderman moved to approve the minutes of the Jan. 14th meeting; seconded by Ms. Deal. Approved.

FY04 Budget – The selectman will meet to review detailed budgets for departments under the jurisdiction of the Town Manager. A vote will be taken on these on February 10th. Trustees asked questions about the budget process. If cuts are not as bad as anticipated, or if an override for funding passes, then trustees were asked to consider what items to restore

to the budget.

Ms. Loud requested that the Trustees consider 2 things:

① How to make a presentation to the Finance Committee indicating how the cuts were selected and what their impacts are

② How (in what order) to restore cut items in the event of a better funding situation.

Some suggestions were made to show reductions in a more graphical format (for example, open/closed hours on a calendar chart; a grid for ~~[illegible]~~ employees missing, etc.)

Next meeting - Tuesday, 2/18/03

~~Meeting~~ motion to adjourn: @9:45 by Ms. Neal; seconded by Ms. Radochia

Robbins Library Board of Trustees
January 14, 2003

Call to Order

Ms. Radochia called the meeting to order at 7:37 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Approval of Minutes

The minutes of the December 16th meeting were corrected to reflect the full name of the Dallin Committee, which is the Cyrus E. Dallin Committee. The corrected minutes were approved on a motion by Ms. Muldoon; seconded by Ms. Ruderman.

Communications

1.The trustees reviewed and discussed the major points in the letter received from a patron, Catherine King. Ms. Radochia will write a letter of response. 2. A letter was received from College Misericordia acknowledging the personal donations by the Trustees sent in memory of Margaret Spengler.

Print Collection

Ms. Muldoon made a motion to expend $300 from the Robbins Print Fund to purchase canvas bags for the circulating art print collection; seconded by Ms. Deal. Passed unanimously.

FY04 Budget

Ms. Loud has met with the Acting Town Manager, Nancy Galkowski, regarding the budget preparations. She apprised the trustees of the proposed cuts to the library budget. Ms. Galkowski will submit budget proposals to the Selectmen at the end of January.

Annual Report

Ms. Loud drafted the annual report which she distributed copies of to the board. Ms. Fennelly moved to accept the report, as amended with minor corrections; seconded by Mr. Murphy. Approved unanimously.

Fundraising and Little Brown Solicitation

Ms. Ruderman will draft a letter of solicitation to Little Brown for review at the next meeting. The trustees' general business solicitation will take place in April.

Mid-Year Report of Trust Fund Liaison

Ms Muldoon reported on trust fund spending to date. Approximately one-third of the money allotted has been spent.

Mid-Year Report of the Russell Fund Liaison

Mr. Castiglioni reported that out of a budget allotment of $30,000, approximately $13,000 has been expended. Approximately $17,000 remains for expenditure by June 30th.

Mid-Year Evaluation of Trustee and Administrative Goals

The Board reviewed progress on meeting trustee and administrative goals. The topic of a tenth anniversary celebration (of the opening of the expanded and renovated building) will be placed on an upcoming agenda and a sub-committee will be appointed to plan it. An updated long-range plan is needed for the years FY2005 and beyond.

Author Program

Ms. Loud has been exploring an author panel for the spring. She suggested reinstating the author program sub-committee to work on this.

Request of Arlington Public Schools for Book Fair

The elementary schools' foreign language coordinator would like to use the Community Room for a book fair in the spring. It was the consensus of the board to allow this.

Request of Henry Bear's Park regarding Book Sale

In coordination with the upcoming Chinese New Year celebration at the library, Henry Bear's Park would like to sponsor a reading and signing by Lesley

Schwartz, author of a new book on Chinese festivals. Also, the China Trade Group has asked to use the Community Room for two days in the spring for a commercial book sale. It was the consensus of the board that neither of these requests qualified for an exemption to the meeting room usage policy.

Adjournment

The meeting was adjourned at 10:05 PM on a motion by Ms. Deal; seconded by Mr. Murphy. The next meeting will take place on Monday, February 10th at 7:30 PM.

Respectfully submitted,

Cynthia Diminture

Trustees Meeting — Jan. 14, 2003

-Call to order - Patricia Neal, Barbara Muldoon, Susan Ruderman, Frank Murphy, Joyce Radochia, David Castiglioni

Call to order @ 7:37 PM.

Check town web site + town report

copies & Dallin...

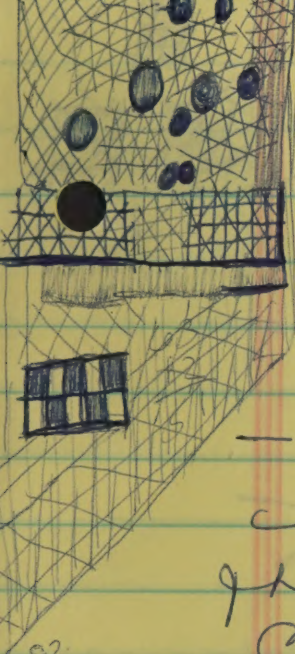
clarify

- Minutes - Question on name of Dallin Committee? approved on a motion by Ms. Muldoon; seconded by Ms. Ruderman. Passed.

- Communications -

① Letter from Catherine King addressing a number of points. Trustees reviewed & discussed the major points. Ms. Radochia will write a letter in response.

② College Misericordia sent an ack. for donations sent in



memory of Margaret Spengler.

— Print Collection — Ms. Muldoon moved to expend $300 from the print Fund to purchase Canvas bags for the circulating art print Collection. ; seconded by Ms Deal, Passed unanim.

82
12
7
84

— FY04 Budget — Ms. Loud had met with the acting Town Manager. She will be submitting budgets to the Finance Committee after the dept. heads meet with the Selectmen. Ms. Loud discussed with the Trustees the proposed Cuts in the library budget.

— Annual Report — a draft of the Annual report was distributed. Ms Fennelly moved to accept the annual report, as ammended 6 minor cor

rections; seconded by Mr. Murphy.

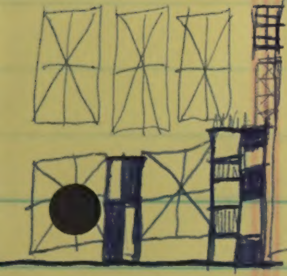
- Little Brown solicitation - Ms. Ruderman will draft a letter of solicitation for review at the next meeting.

The business solicitation will take place in April

- Mid-year report of the Trust Fund Liaison - Ms Muldoon reported on expenditures thus far. Approximately 1/3 of allotted funding is still remaining.

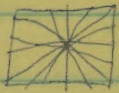
- Mid-year report of the Russell Fund Liaison - Mr. Castiglione reported that out a budget allotment of 30,000, approx. $13,000 has been expended thus far. Approximately $17,000 is remaining through June 2003.

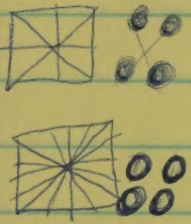
- Mid-year evaluation of Trustee & Administrative goals



Trustees:

10th Anniversary on agenda shortly to discuss and a subcommittee to plan weeklong celebration with a multi focus & fundraising





Long-range plan - time for a new one FY05

Administration -

- Books on CD, more CDs & CD-ROM
- Senior Citizen services
- Business Community relationships

Author program - Ms. Loud has been exploring a panel for the spring. She suggests re-instituting the author program sub-committee to work on this. A booklist of Arlington authors is desired.

Requests:

- Elem. Foreign language Coordinator for the public Schools wants to use the meeting room for a book fair.

Henry Brais Park - in Coordination of Chinese NY Celebration.
Lesley Schwartz
wants to have a book signing & reading of her new book on Chinese festivals. They would sell book, give 10 books to volunteers & performers and give us 10% of the profit.

China Trade Group would like to use the Community Room for 2 days in the Spring for a book sale.

It was the Consensus of the board to allow the first, but deny

the 2nd + 3rd.

The meeting was adjourned at ______ on a motion by Ms. Deal; 2nded by Mr. Murphy.

Next Trustee meeting - Monday, Feb. 10th

Robbins Library Board of Trustees
December 16, 2002

Call to Order

Ms. Radochia called the meeting to order at 7:35 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Approval of Minutes

The minutes of the November 12th minutes were approved as written on a motion by Ms. Ruderman; seconded by Mr. Murphy.

FY04 Budget

Ms. Loud apprised the trustees of the budget situation for FY2004. Ms. Loud discussed possible areas for budget cuts that she will present to the Town Manager. Frank Murphy, Katharine Fennelly and Barbara Muldoon agreed to serve on a Trustee Budget Sub-Committee to facilitate a flow of information between the director and the trustee board.

Meeting Room

Discussion took place about the possibility of charging fees for meeting room usage. Ms. Loud had polled several other libraries about their policies.

Communications

1.A letter was received from Catherine King regarding program suggestions and a variety of other topics. These will be reviewed by the trustees at the next meeting. 2.A thank-you note was received from the staff for the nice Staff Appreciation Luncheon funded by the trustee board. 3.A letter was received from James McGough thanking Ms. Loud and the board for allowing the Cyrus E. Dallin Committee to use the library Reading Room for their reception.

Russell Fund Budget

Ms. Fennelly moved to transfer $750 in unused funds from the allotment for sign language interpreters to the program budget line; seconded by Ms. Ruderman. Passed unanimously.

Legislative Update

A library bond bill has been filed by Representative Carol Donovan (Woburn) to restore some money that had been cut from library funding, such as telecommunications and database funding. Ms. Loud will continue to update the board on legislative matters.

Friends of the Library Update

Ms. Diminture updated the board on the activities of the Friends of the Library. The Friends' annual book sale on Town Day was the most successful ever. The ongoing book sale also continues to be popular. There was a full audience for the October program featuring Michael Tougias. Plans are underway for a program of Irish music and history at the end of January. A genealogy program(s) may take place in March. The murder mystery fundraiser has been tabled, but the Friends board would like to pursue some type of fundraising event.

Fundraising

Responses to the trustee fundraising solicitation have been arriving, but there is no tally yet. A discussion took place about sending the appeal letter to the Friends of the Library membership.

Robbins Print Collection

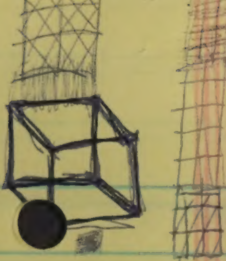
A price quote of $10,063 was received from the Tucker Company to build cabinets and countertop in the Conference Room to house the prints. The board viewed the Conference Room and requested that Ms. Loud investigate decreasing the depth of the cabinets. A new bin for circulating art prints will be obtained at a cost of $825.

Adjournment

The meeting was adjourned at 10 PM on a motion by Mr. Murphy; seconded by Ms. Fennelly. The next meeting will be held on Tuesday, January 14th at 7:30 PM.

Respectfully submitted,

Cynthia Diminture



Trustees meeting - Dec. 16, 2002

Meeting Called to order @ 7:35 PM Attending were: Pat Neal, Barbara Muldoon, Susan Ruderman Katharine Fennelly, Joyce Radochia, David Castiglioni, Frank Murphy.

Minutes of Nov. 12 meeting - on a motion by Ms. Ruderman, 2nded by Mr. Murphy - approved as written. Passed unan.

Budget - (FY04) - Ms. Loud apprised the Trustees of the budget situation. Potential cuts to the library budget are in the 200,000 - 320,000 range. Much discussion took place regarding cuts to recommend to the Town Manager.

Barbara Muldoon, Katharine Fennelly and Frank Murphy agreed to serve on a budget sub-Committee.

next meeting Tues., Jan. 14th

— Meeting Room - Ms. Loud had polled other towns for charges

for meeting room uses. Discussion took place about ways to charge.

Communications

- Letter from Catherine King regarding a variety of topics.

- Thank you note from staff for the staff appreciation luncheon.

- Letter from James McGough, thanking Ms. Lord and the Board for allowing the Wallin Committee to use the Reading Room for their reception.

Russell Fund Budget - Ms. Fennelly moved to free $750 from the sign language interpre-

ors for general library programs. ; seconded by Ms. Riedelman. Passed unan. (½ year has gone by without expending any of these funds)

Leg. Update - a library bond bill has been filed by Rep. Carol Donovan (Woburn) to restore some of the money that had been cut from libraries esp. telecommunications and database funding. Ms. Gould will continue to update the Board.

- Fundraising - Donations are coming in but there is yet no total. A discussion took place about soliciting the Friends for the Trustee Campaign.

E-mail the Friends Board with the revised letter + ask that we can send by the end of the week.

- Robbins Print Collection - Price for Cabinetry/steel Shelving, laminate Countertop is $10,063. Print →

bin Cost is $825.

Director's report -

The mtg. was adjourned at 10PM on a motion by Mr. Murphy; 2nded by Ms. Fennelly. Passed.

Robbins Library Board of Trustees
December 16, 2002

Call to Order

Ms. Radochia called the meeting to order at 7:35 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Approval of Minutes

The minutes of the November 12th minutes were approved as written on a motion by Ms. Ruderman; seconded by Mr. Murphy.

FY04 Budget

Ms. Loud apprised the trustees of the budget situation for FY2004. Ms. Loud discussed possible areas for budget cuts that she will present to the Town Manager. Frank Murphy, Katharine Fennelly and Barbara Muldoon agreed to serve on a Trustee Budget Sub-Committee to facilitate a flow of information between the director and the trustee board.

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Discussion took place about the possibility of charging fees for meeting room usage. Ms. Loud had polled several other libraries about their policies.

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1.A letter was received from Catherine King regarding program suggestions and a variety of other topics. These will be reviewed by the trustees at the next meeting. 2.A thank-you note was received from the staff for the nice Staff Appreciation Luncheon funded by the trustee board. 3.A letter was received from James McGough thanking Ms. Loud and the board for allowing the Dallin Committee to use the library Reading Room for their reception.

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Ms. Diminture updated the board on the activities of the Friends of the Library. The Friends' annual book sale on Town Day was the most successful ever. The ongoing book sale also continues to be popular. There was a full audience for the October program featuring Michael Tougias. Plans are underway for a program of Irish music and history at the end of January. A genealogy program(s) may take place in March. The murder mystery fundraiser has been tabled, but the Friends board would like to pursue some type of fundraising event.

Fundraising

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Adjournment

The meeting was adjourned at 10 PM on a motion by Mr. Murphy; seconded by Ms. Fennelly. The next meeting will be held on Tuesday, January 14th at 7:30 PM.

Respectfully submitted,
Cynthia Diminture
Cynthia Diminture

Robbins Library Board of Trustees
November 12, 2002

Call to Order

Ms. Radochia called the meeting to order at 7:37 PM. Attending were trustees David Castiglioni, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Patricia Deal, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture. The board welcomed newly appointed member Katharine Fennelly. They also noted their appreciation for the enthusiasm and efforts of outgoing trustee Katharine Lawrence.

The trustees also expressed their sorrow regarding the death of Margaret Spengler who had previously served as a Library Trustee and chaired the Library Fundraising Campaign for the building renovation/addition. Ms. Radochia will convey condolences to Mrs. Spengler's family. Ms. Loud will represent the library at a memorial service for Mrs. Spengler at Town Hall on November 23rd.

Approval of Minutes

There were some corrections to the minutes of the October 8th meeting. In the "Robbins Print Fund" paragraph, there was a clarification regarding the funds from which allocations were made. $1800 for circulating prints and $200 for personnel ($2,000 total) will be paid from the Robbins Print Fund. Additional personnel costs of $2500, $500 for loaning expenses and $500 for mailings ($3,500 total) will be paid from the Robbins Art Fund. In the "Author Program" category, the name of the October 10th program speaker was corrected to "Mameve Medwed". The corrected minutes were approved on a motion by Ms. Deal; seconded by Mr. Castiglioni. Approved unanimously.

FY2004 Budget

The trustees received two spreadsheets showing FY2004 requests for expenses and salaries. As directed by the Town Manager, the budget requested would maintain services at the current level; no new initiatives were included. In the budget narrative, in the "Three Year Outlook" paragraph, Ms. Ruderman suggested including money amounts in the discussion of State Aid. Ms. Fennelly made a motion; seconded by Ms. Deal, to accept the director's preliminary budget for submittal to the Town Manager's office. Passed unanimously.

Author Program

For the spring program, Ms. Loud proposed a panel of 3-5 Arlington authors of fiction books. The trustees were in favor and encouraged Ms. Loud to pursue this idea.

Review of Donor Solicitation Letter

Ms. Ruderman distributed a draft of the solicitation letter for this year's campaign. A few changes in wording were made. The trustees discussed how broad the mailing should be.

Trustee By-Laws

Mr. Murphy's proposed revisions of the trustee by-laws were distributed. Most concerned the change in title from Secretary to Vice Chairperson/Secretary. Other minor revisions were discussed, including the addition of a sentence stating that "The Trust Fund Liaison shall also prepare a budget for the next fiscal year." The time period for notification of special meetings will now be 48 hours. Ms. Fennelly moved to accept the bylaws as amended; seconded by Ms. Ruderman. Passed unanimously.

Outline of Annual Report

Ms. Loud distributed a proposed outline for the 2002 annual report. The board was satisfied with the format and directed Ms. Loud to proceed.

Robbins Print Collection

Ms. Loud and Ms. Gentile will meet soon with a representative from Tucker Furniture about cabinets for the Conference Room to house the prints. Negotiations are under way with the town regarding insurance coverage for the print loans to Assumption College and Plymouth State College.

Other

Staff Appreciation – The trustees will fund a staff appreciation luncheon in December. Upon investigating catering prices, Ms. Loud requested that the trustees raise the allotted amount of money. Ms. Ruderman moved to allocate up to $650, $100 of which to be transferred from the account for Volunteer Appreciation, which has a balance remaining after the purchase of volunteer gifts; seconded by Ms. Deal. Passed unanimously.

Adjournment

The meeting was adjourned at 9:35 PM on a motion by Ms. Deal; seconded by Ms. Fennelly. The next meeting will be held on Tuesday, December 10th at 7:30 PM.

Respectfully submitted,

Cynthia Diminture

Cynthia Diminture

Robbins Library Board of Trustees
November 12, 2002

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Trustee By-Laws

Mr. Murphy's proposed revisions of the trustee by-laws were distributed. Most concerned the change in title from Secretary to Vice Chairperson/Secretary. Other minor revisions were discussed, including the addition of a sentence stating that "The Trust Fund Liaison shall also prepare a budget for the next fiscal year." The time period for notification of special meetings will now be 48 hours. Ms. Fennelly moved to accept the bylaws as amended; seconded by Ms. Ruderman. Passed unanimously.

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Robbins Print Collection

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Other

Staff Appreciation – The trustees will fund a staff appreciation luncheon in December. Upon investigating catering prices, Ms. Loud requested that the trustees raise the allotted amount of money. Ms. Ruderman moved to allocate up to $650, $100 of which to be transferred from the account for Volunteer Appreciation, which has a balance remaining after the purchase of volunteer gifts; seconded by Ms. Deal. Passed unanimously.

Adjournment

The meeting was adjourned at 9:35 PM on a motion by Ms. Deal; seconded by Ms. Fennelly. The next meeting will be held on Tuesday, December 10th at 7:30 PM.

Respectfully submitted,

Cynthia Diminture

Cynthia Diminture

Trustees meeting Tuesday 11/12/02

The mtg. was called to order @ 7:38 PM.

Attending: Patricia Neal, Joyce Radochia, Frank Murphy

also attending David Castiglioni, Katherine Fennelly, Susan Rudeman.

Welcome to the newest member of the trustee board, Kathy Fennelly.

— Minutes of October 8th meeting - Corrections (Clarification of the Robbins Print ~~Fund~~ Collection money amounts - see notes on minutes

Spellings on page 2

~~Manners~~ Medwed's

remove one period after Elec. in fundraising category

Meeting minutes approved on a motion by Ms Neal; seconded by Mr. Castiglioni. Approved unan.

— Co

– FY2004 Budget –

Trustees received 2 spread-sheets showing requests for salaries and expenses.

Page budget – level funded increase was requested in books and periodicals. Small increase in microfilm because of a rise in costs. Utilities costs are requested at $110,000 to reflect a continuing decrease in electricity costs (starting going down midway thru last year) and also to reflect the energy retrofit that took place recently. Cleaning contract went down slightly but will be offset by an expected increase in the library share of the MLN expenses.

Ms. Fennelly made a motion, seconded by Ms. Librani Ideal ~~Badochia~~ to accept the directors ~~projected~~ preliminary budget for submittal to the manager's office. Passed unan.

Ms. Rudeiman suggested keeping up the last sentence under the "three year outlook", including money amounts rather than just saying "will attempt to meet requirements to receive state aid..";
Mr. Murphy felt that it would be worth while to put in numeric priority order our budget requests.

- Author program - Ms. Loud proposed a panel of Arlington authors (fiction), probably 3-5. Trustees liked the concept. More work will need to be done.

Myra McClary}
M.L. Rose
Robert Dailey}*

- Review of donor solicitation letter - a few changes in wording were made. A discussion took place about whom to send it to. The trustees did not want any names to be dropped from the fund-raising database and also wanted to add the people on the 2

lists of "program attendees" and "Friends of the Library". It was suggested to pull out letters of prior donors of more than $100 to do personal messages on them.

— By-law revision – Mr. Murphey's proposed revisions were distributed. other revisions were suggested (see sheets).
Ms. Fennelly moved to accept the by-laws as ammended; 2nded by Ms. Rudolman. Passed unan.

— Proposed outline ~~[illegible]~~ for the 2002 Annual report – Trustees were satisfied with the format.

— Robbins Print Collection – Ms. Lloyd + Ms. Gentile still need to meet with a rep. from a furniture Company (Tucker) about the Cabinets for the Conference Room (for the prints) This may take place next

week. Neither Assumption College nor Plymouth State will pay for the insurance on the loan, so Mrs. Loud is negotiating this with the town.

Donna Keefe

Other -

Staff appreciation - Trustees had previously voted $550 for a staff appreciation party for all staff. Mrs. Loud has investigated catering prices and found that costs will exceed this amount. Mrs. Ruderman moved to raise the allotment to $650; seconded by Ms. Neal, to be transferred from the volunteer appreciation gifts line. Passed unan.

- November 23rd - Margaret Spengler will be remembered at town hall. The Trustees would like to →

a donation to Misericordia(?) College in her memory.

do a "library related" memorial. More discussion will take place about this. For the immediacy, Ms. ~~[illegible]~~ Radochia will send a condolence letter to the family and the Trustee board will make

The Trustees wanted to express their sorrow regarding the death of Margaret (Peg) Spengler and their condolences to the family (add short bio info from Jennifer's research)

Put this at the beginning of the meeting. ↓ Nearer the opening of the meeting

The meeting was adjourned at 9:35PM on a motion by ~~Ms. Fennelly~~ Ms. Neal; 2nded by Ms. Fennelly.

Next meeting - Tuesday, December 10th 7:30 PM
(Barbara will be late)

Robbins Library Board of Trustees
October 8, 2002

Call to Order

Ms. Radochia called the meeting to order at 7:38 PM. Attending were trustees David Castiglioni, Katharine Lawrence, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Patricia Deal was absent. Also attending was library director Maryellen Loud. Assistant director Cynthia Diminture was absent.

Approval of Minutes

The attendance at September's meeting was corrected to include Ms. Ruderman and note that Ms. Muldoon was absent. A few minor corrections were made. Mr. Murphy moved to accept the minutes as corrected; the motion was seconded and passed.

Communications

Ms. Loud received a request from a local photographer to photograph the library for greeting cards that she sells. Ms. Loud consulted with Mr. Maher, who assured her that she could refuse the request, as the Friends of the Library may want to have similar work done as a fundraising venture. After some discussion, the trustees agreed that she should explain the refusal to the photographer.

Robbins Print Collection

The library has received an estimate from a new company for building plywood shelving for print storage at $20,650—about $3000 less than the previous estimate (for plywood) from Out of the Woods. Meanwhile, however, Nancy Gentile has been in touch with people at the Northeast Document Conservation Center, who advised her that the prints should be stored on "powder-coated metal shelving." She believes that the final cost will be about $20,000. Ms. Ruderman suggested that the architectural firm that did the space study plan be consulted for suggesting vendors to contact for estimates. The trustees agreed to wait another month for comparable estimates from interested companies.

Ms. Muldoon reported her calculations of the Print Fund's ability to pay the costs of building shelving. If it is considered a capital expenditure, as she thinks it should be, she recommends the expenditure, as it will save constant, annual, uncertain storage costs, stretching out indefinitely in the future. She also reported

on the allocations from the two funds for the coming year: $1800 for circulating prints and $200 for personnel ($2000 total) to be taken from the Robbins Print Fund and $2500 additional personnel costs for Nancy Gentile, $500 for loaning expenses and $500 for preparation and mailing of the prints ($3500 total) to be spent from the Robbins Art Fund. Ms. Ruderman moved to allocate the funds accordingly.

Updating of Trustee By-Laws

Mr. Murphy is in the process of examining the trustee by-laws and has raised several questions for the board to discuss in view of making certain changes – chiefly to bring the by-laws in line with current practice. The trustees discussed the question (Article IV-A) whether the office of Secretary should be more accurately defined, eliminated or combined with Vice-Chairman. Article IV-F was questioned and various suggestions made that the number of consecutive terms of elected officers should be limited in some cases to three. Ms. Muldoon pointed out that the duties of trust officers outlined in Article V-B should be listed as including also preparation of the budget. Mr. Murphy will continue to work on any necessary rewriting.

Cell Phone Policy

The library's cell phone policy was clarified to reflect the fact that the trustees disapprove of cell phone use in the library but recognize that there should be a place for really necessary calls. They may be made only in the telephone lobby.

FY2003 and 2004 Budget Updates

The trustees discussed the recent action of the town selectmen rescinding the decision (made jointly by the library director and the town manager) to meet the budget requirements by closing Fox Library on Friday afternoons. The selectmen also canceled the hiring of some personnel. The trustees expressed concern that the action was taken without consultation with the library director. The director is preparing a report for the selectmen and the town manager. Ms. Loud is starting on the FY2004 budget to be discussed with the town manager at the end of October and preliminaries brought to the trustee meeting in November.

Sing-alongs

Problems continue with parents turned away from overcrowded sing-alongs. Several possibilities have been suggested including some parents organizing extra sessions, or moving the events offsite. The matter was discussed but no immediate action taken.

Fundraising

Ms. Ruderman pointed out that soliciting should start at the end of November or early December. She will write a new letter, which should go out early in December. She suggested getting data on new-property purchases in order to add prospective donors to the database.

Author Program

Mameve Medwed will be speaking on October 10th. Ms. Radochia will organize preparations for the event.

Director's Report

The report was read and accepted as written.

Adjournment

The meeting was adjourned at 9:37PM on a motion by Mr. Murphy, seconded and carried. The next meeting will be held on Tuesday, November 12th at 7:30 PM.

Respectfully submitted,

Katharine Lawrence

Robbins Library Board of Trustees
September 10, 2002

Call to Order

Ms. Radochia called the meeting to order at 7:05 PM. Attending were trustees David Castiglioni, Katharine Lawrence, Frank Murphy and Joyce Radochia. Patricia Deal and Barbara Muldoon were absent. Also attending were library director Maryellen Loud, assistant director Cynthia Diminture and Nancy Gentile, Head of Adult Services.

Approval of Minutes

In the Robbins Print Collection paragraph of the August 20th meeting minutes, the words "trust funds" were substituted for the word "trustees" in the first sentence. The corrected minutes were approved on a motion by Mr. Murphy; seconded by Ms. Lawrence. Passed unanimously.

Communications

Trustees received a copy of a letter from Mr. Farrington, the Town Manager, to Katharine Lawrence, who has decided not to accept reappointment to the Board of Library Trustees. Ms. Lawrence has agreed to stay on the board until a replacement is found. The board received a letter from Judi Paradis, resigning her position as the Russell Fund Coordinator. She has accepted a position as a school librarian in Arlington. Ms. Radochia suggested writing a letter of thanks to Ms. Paradis. Ms. Ruderman suggested and the board publicly affirmed their thanks to her for her hard work and imagination on the Russell Fund programming. The trustees signed a card to be sent to Gertrude Kovar who has recently retired from her position as a Library Assistant at the Fox Branch Library.

Robbins Print Collection

Ms. Gentile attended the meeting to give a status report on the print collection project. She received a communication from Plymouth State College, stating that they are not interested in completing the proposed loan unless it will include the album of prints by Norblin. Discussion took place about the merits of making the full loan, including the Norblin, or canceling the loan. Ms. Lawrence made a motion to lend all of their chosen prints to Plymouth State College on permanent loan; seconded by Mr. Murphy. Ms. Ruderman was opposed. The motion passed with 4 in favor; 1 opposed. Mr. Murphy suggested that the Plymouth State officials should formally acknowledge the receipt of the prints and that they should be encouraged to exhibit the prints as well as use them in educational pursuits. Montserrat College of Art and Dowling College have both accepted print loans. Assumption College is still working on the loan document and Ms. Gentile is ready to send them once this is completed. An estimate for building cabinetry to house

the prints was received from one vendor. A discussion took place about obtaining a second price quote. Mr. Murphy made a motion; seconded by Ms. Ruderman, to use the proposed diagram as a template for obtaining cabinetry. A decision on funding was deferred pending the return of Ms. Muldoon, the Trust Fund liaison, as well as the receipt of the other price estimate.

FY2003 Budget and Preliminary Discussion of FY04 Budget Preparation

The Town Manager must cut approximately $187,000 from budgets under his jurisdiction. He has recommended to town officials that $30,000 be cut from the library budget. The vacant full-time Senior Library Assistant position in the Circulation Department and the part-time Library Assistant position at the Fox Branch would not be filled. Ms. Loud will recommend that Fox be closed on Friday afternoons. Patrons of the main library may experience longer waiting lines at the circulation desk. A special town meeting will be called in the fall to deal with the deficit. Direct state aid to the library has had two large cuts already and another one is possible. The town's budget deficit for FY04 is projected to be approximately four million dollars.

Schedule of Holiday Closings

Ms. Loud distributed a proposed schedule of holiday closings, which is the same as the one voted last year. Ms. Ruderman made a motion to accept the schedule; seconded by Mr. Castiglioni. Passed unanimously.

Policy – Use of Cell Phones

The trustees discussed the current policy on cell phone usage, in light of a patron complaint about the disruptive use of phones in the library. They decided that cell phones should be turned off while in the library. Ms. Loud will draft a revised policy for a vote at the October meeting.

Updating of Trustee By-Laws

Copies of the current by-laws were distributed for the trustees to review. A discussion will take place at a future meeting.

Calendar of Trustee Projects

Ms. Loud proposed assigning dates to specific trustee goals and objectives that do not currently appear on the board's annual calendar.

Eileen Barrett
18 Bedford Village Apt.F.
B[illegible]ord, MA 01730

Anne Corafsi
30 Newman Way
Arlington, MA 02476

Roland Chaput
74 Grandview Road
Arlington, MA 02476

Bernard Smith
71 Egerton Road
Arlington, MA 02474

Stuart Cleinman
113 Sunnyside Avenue
Arlington, MA 02476

Helen Adinolfi
32 Cliffe Avenue
Lexington, MA 02420

Charles Wagner
46 Norfolk Road
Arlington, MA 02476

M. Conrad
50 Edgehill Road
Arlington, MA 02474

Virginia Simons
88 Park Ave. #206
Arlington, MA 02476

E[illegible]en Golden
32 Easton Street
Alston, MA 02134

Sally Stuckey
80 Beechwood Avenue
Watertown, MA 02474

Linda Jennings
45 Westmoreland Street
Arlington, MA 02474

Catherine King
60 Pleasant St. #507
Arlington, MA 02476

Belle Fitzgerald
38 Hillcrest Street
Arlington, MA 02476

Kenneth Sullivan
7 Jefferson Park Apt. 56
Cambridge, MA 02140

Eleni Sacre
1063 Massachusetts Ave.
Arlington, MA 02476

Liz Marshall
278 Park Avenue
Arlington, MA 02476

Molly Leong
60 Pleasant Street #219
Arlington, MA 02476

Mickey Boxer
88 Park Ave. #202
Arlington, MA 02476

Clyde Dickie
21 Sandrick Road
Belmont, MA 02478

Mary Ellen Murphy
222 Main Street
Watertown, MA 02472

Ann Chaput
155 George Street
Arlington, MA 02476

Sarah & Carol McDonough
21 Jason Street
Arlington, MA 02476

Marilyn Hughes
27 Temple Street
Arlington, MA 02476

Mary Cassidy
1366 Broadway 2-K
Somerville, MA 02144

Pat & Mary Clancy
15 Apache Trail
Arlington, MA 02474

Maria Littleton
36 Prospect Street
Belmont, MA 02478

Frank Vaughn
47 Palmer Street
Arlington, MA 02474

Joan Bernsee
88 Park Ave. #106
Arlington, MA 02476

Cathy Joyce
35 Lennon Road
Arlington, MA 02474

Town Day Booth

In addition to trustees already scheduled to staff the booth, Mr. Castiglioni indicated that he could work the noon-2PM shift. Ms. Lawrence obtained the Barnes and Noble gift certificate to be used as the prize in the free raffle.

Director's Report

A complete July and a preliminary August report were presented.

Adjournment

The meeting was adjourned at 8:50 PM on a motion by Ms. Lawrence; seconded by Ms. Ruderman. The next meeting will be held on Tuesday, October 8th at 7:30 PM.

Respectfully submitted,

Cynthia Diminture

Robbins Library Board of Trustees
September 10, 2002

Call to Order

Ms. Radochia called the meeting to order at 7:05 PM. Attending were trustees David Castiglioni, Katharine Lawrence, Barbara Muldoon, Frank Murphy and Joyce Radochia. Patricia Deal was absent. Also attending were library director Maryellen Loud, assistant director Cynthia Diminture and Nancy Gentile, Head of Adult Services.

Approval of Minutes

In the Robbins Print Collection paragraph of the August 20th meeting minutes, the words "trust funds" were substituted for the word "trustees" in the first sentence. The corrected minutes were approved on a motion by Mr. Murphy; seconded by Ms. Lawrence. Passed unanimously.

Communications

Trustees received a copy of a letter from Mr. Farrington, the Town Manager, to Katharine Lawrence, who has decided not to accept reappointment to the Board of Library Trustees. Ms. Lawrence has agreed to stay on the board until a replacement is found. The board received a letter from Judi Paradis, resigning her position as the Russell Fund Coordinator. She has accepted a position as a school librarian in Arlington. Ms. Radochia suggested writing a letter of thanks to Ms. Paradis. Ms. Ruderman suggested and the board publicly affirmed their thanks to her for her hard work and imagination on the Russell Fund programming. The trustees signed a card to be sent to Gertrude Kovar who has recently retired from her position as a Library Assistant at the Fox Branch Library.

Robbins Print Collection

Ms. Gentile attended the meeting to give a status report on the print collection project. Ms. Gentile received a communication from Plymouth State College, stating that they are not interested in completing the proposed loan unless it will include the album of prints by Norblin. Discussion took place about the merits of making the full loan, including the Norblin, or canceling the loan. Ms. Lawrence made a motion to lend all of their chosen prints to Plymouth State College on permanent loan; seconded by Mr. Murphy. Ms. Ruderman was opposed. The motion passed with 4 in favor; 1 opposed. Mr. Murphy suggested that the Plymouth State officials should formally acknowledge the receipt of the prints and that they should be encouraged to exhibit the prints as well as use them in educational pursuits. Montsarrat College of Art and Dowling College have both accepted print loans. Assumption College is still working on the loan document and Ms. Gentile is ready to send them once this is completed. An estimate for building cabinetry to house

the prints was received from one vendor. A discussion took place about obtaining a second price quote. Mr. Murphy made a motion; seconded by Ms. Ruderman, to use the proposed diagram as a template for obtaining cabinetry. A decision on funding was deferred pending the return of Ms. Muldoon, the Trust Fund liaison, as well as the receipt of the other price estimate.

FY2003 Budget and Preliminary Discussion of FY04 Budget Preparation

The Town Manager must cut approximately $187,000 from budgets under his jurisdiction. He has recommended to town officials that $30,000 be cut from the library budget. The vacant full-time Senior Library Assistant position in the Circulation Department and the part-time Library Assistant position at the Fox Branch would not be filled. Ms. Loud will recommend that Fox be closed on Friday afternoons. Patrons of the main library will experience longer waiting lines at the circulation desk. A special town meeting will be called in the fall to deal with the deficit. Direct state aid to the library has had two large cuts already and another one is possible. The town's budget deficit for FY04 is projected to be approximately four million dollars.

Schedule of Holiday Closings

Ms. Loud distributed a proposed schedule of holiday closings, which is the same as the one voted last year. Ms. Ruderman made a motion to accept the schedule; seconded by Mr. Castiglioni. Passed unanimously.

Policy – Use of Cell Phones

The trustees discussed the current policy on cell phone usage, in light of a patron complaint about the disruptive use of phones in the library. They decided that cell phones should be turned off while in the library. Ms. Loud will draft a revised policy for a vote at the October meeting.

Updating of Trustee By-Laws

Copies of the current by-laws were distributed for the trustees to review. A discussion will take place at a future meeting.

Calendar of Trustee Projects

Ms. Loud proposed assigning dates to specific trustee goals and objectives that do not currently appear on the board's annual calendar.

Town Day Booth

In addition to trustees already scheduled to staff the booth, Mr. Castiglioni indicated that he could work the noon-2PM shift. Ms. Lawrence obtained the Barnes and Noble gift certificate to be used as the prize in the free raffle.

Director's Report

A complete July and a preliminary August report were presented.

Adjournment

The meeting was adjourned at 8:50 PM on a motion by Ms. Lawrence; seconded by M. Ruderman. The next meeting will be held on Tuesday, October 8th at 7:30 PM.

Respectfully submitted,

Cynthia Diminture

—

Board of Trustees – Sept. 10, 2002

— Call to order @ 7:05 PM
Attending were: Frank Murphy, David Castiglioni, Katharine Lawrence, Susan Rudelman and Joyce Radochia.
Patricia Neal was absent
Library director Maryellen Loud, Ass't. Director Cindy Aliminture and Nancy Gentile, Head of Adult Services.

— Approval of minutes –
weigh in at meeting pg. 2 Robbins – Change "trustees" to "trust funds" in the paragraph on the Robbins Print Collection.
Motion to approve by Mr. Murphy, seconded by Ms. Lawrence, approved as corrected. Unan.

— Communications –
Letter from town manager to Ms. Lawrence who has decided not to accept re-appointment to the Board of Trustees. She will stay until a replacement

is found.

- Letter from Judi Paradis resigning as the Russell Fund Coordinator since she has now accepted a position as a School librarian. Trustees talked about how best to acknowledge her contribution. Ms. Radochia proposed writing a letter to Judi on behalf of the Trustees. Ms. Ruderman suggested and the Trustees confirmed their thanks to Judi for her hard work and imagination (send copy of minutes to Judi)

- Trustees signed a card to send to Gertrude Kovar who has recently retired from the Fox Branch Librarian.

— Robbins Print Collection - Ms. Gentile attended the meeting to give a status report on the print collection. Plymouth State College is not interested in taking the proposed loan unless it will include

The Norblin album prints (96 separate prints) Terry Downs, the print maker, sent an e-mail justifying his position to Nancy Gentile. Ms Gentile asked for advice from Jim Bergquist who suggested sending the Norblin, re-stating that the value is more commercial than artistic. Some discussion took place about the merits of sending or cancelling the loan. Ms Lawrence made a motion to lend all of the prints on a permanent loan basis to Plymouth State; seconded by Mr. Murphy. Ms Ruderman opposed. The rest of the board passed the motion (4 in favor; 1 opposed)

Status of other loans - Montsarrat · Dowling have both accepted the loans. Assumption College is still working on the loan document. Ms. Gentile is ready to pack them once it is finalized.

Mr. Murphy suggested that the Plymouth State officials should formally acknowledge their receipt and that they should be encouraged to exhibit the prints as well as use them in educational pursuits.

A vendor estimate for builting Cabinetry to house the prints was received from "Out of the Woods" Construction a discussion took place about Getting another price quote. Mr. Murphy made a motion to use the proposed diagram as a template for obtaining Cabinetry; seconded by Ms. Ruderman. A decision on funding was deferred pending the return of Ms. Muldoon, the Trust Fund liaison, as well as the receipt of the other estimates.

— FY2003 Budget & Preliminary ~~discus~~ discussion of FY04 budget preparation — town Manager must cut 187,000

from budgets under his jurisdiction. the library portion will be $30,000 including the freeze in 2 vacant positions (½ time library ass't. at Fox and a full-time library Assistant at the Robbins). Hours at Fox will be reduced if these cuts comes to fruition.

Circulation dept. operations will be streamlined and shared with the Childrens Dept. approximately $4 million is being projected as a deficit from FY04 (2m school - 2m town)

The library will be getting $50,000 in state aid for next year, cut down from 62,000) this is direct assistance from the state to the library.

a special town meeting will be held in October. these proposed cuts will go to the. Selectmen and then the Finance Committee.

— schedule of holiday closings — the proposed schedule is the

same as the one voted for last year. A motion to accept the proposed schedule was made by Ms. Ruderman; seconded by Mr. Castiglione. Unan.

—Policy - Use of cell phone - Trustees discussed the current policy, as well as a letter received from a patron complaining about the disruption of cell phone usage. Ms. Lord will draft a revised policy for a trustee vote at a future meeting.

—updating of trustee by-laws - Copies of the current by-laws were distributed for the trustees to review. ~~at~~ a discussion will take place at a future meeting.

— Calendar for Trustee projects - Ms. Lord proposed assigning dates to specific trustee goals + objectives, which are not currently included with the Calendar for the Board.

-Town Day booth- Mr. Castiglioni indicated that he could staff the booth 12-2. Ms. Lawrence obtained the Barnes + Noble Gift Certificate to use for the raffle.

-Author program- Mameve Medwed will come on October 10th. An honorarium of $200
Thurs-day
will be offered.

-Director's report- A Complete July + preliminary Aug. report were presented.

The next meeting of the Trustees is Tuesday, October 8th at 7:30 PM. The meeting was adjourned @ 8:50 PM on a motion by Ms. Lawrence, seconded by Ms. Rudeman.

Robbins Library Board of Trustees
August 20, 2002

Call to Order

The meeting was called to order at 7:10 PM. Attending were trustees David Castiglioni, Katharine Lawrence, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Patricia Deal was absent. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Approval of Minutes

The minutes of the June 11th meeting were approved as written, on a motion by Ms. Lawrence; seconded by Ms. Muldoon.

Communications

1.Ms. Loud distributed an e-mail message from Maureen Killoran of the MA Board of Library Commissioners regarding the state budget. The bad news includes cuts in resource sharing, online databases and telecommunications. 2.A complaint was received from a resident about cell phone use in the library. There will be further discussion about the library policy in September.

Town Day Booth

The trustees will once again have a booth on Massachusetts Avenue on Town Day. (September 14th) Ms. Radochia and Ms. Lawrence agreed to set up and staff the booth during the 9-11 AM shift. Mr. Murphy will cover the 11AM-1PM slot and Ms. Ruderman will staff the booth 1-3 PM. Ms. Lawrence will obtain a $25 gift certificate to Barnes and Noble that will be the prize for the free raffle.

Report of FY2002 Russell Fund Expenditures

The overall budget was underspent by only $98.70. The original allocation was $35,329. Expenditures were $35,230.

Approval of FY2002 Russell Fund Report

Mr. Murphy suggested an evaluation/feedback process for the Russell Fund programs. Ms. Ruderman suggested using the newsletter of the Arlington Family Connection as one vehicle for this. A few minor corrections were made to the report.

Review of FY2003 Russell Fund Allocation

A discussion took place about a set-aside for sign language interpreters. Funding was allocated for this from the performers' budget.

Author Program

Mameve Medwed has agreed to speak this fall. Potential dates are October 2nd, October 3rd and October 10th. Ms. Loud will contact her again to finalize.

Approval of FY2003 Trustee Goals

Trustees reviewed the FY2002 goals and objectives for updating. Under the "Community" goal, a new objective (J) was added to read "Plan a celebration to mark the 10th anniversary of the library renovation and expansion." Under the "Resource Development and Trust Fund Administration" goal, Objective B was updated to read "Complete the evaluation of the Robbins Library Print Collection and determine the proper utilization of the collection." Under the goal of "Management /Administration",Objective E was deleted. Ms. Ruderman made a motion to approve the goals as amended; seconded by Ms. Muldoon. Passed unanimously.

Report of FY2002 Trust Fund Expenditures

Out of a budget allotment of $42,345, approximately $8,700 was unspent, mostly in the areas of Staff Development, Robbins Print Fund and reimbursement from the sale of books at the author programs.

Approval of FY2003 Trust Fund Budget Requests

Ms. Muldoon, the trust fund liaison, reviewed the June 30th statements from the Treasurer's office. Income from the funds were down by approximately 25% this year. To make up some of this shortfall, Ms. Muldoon and Ms. Loud recommended also using the entire $10,000 that was taken in from the last fundraising solicitation. Some items (books on tape and kits) were marked for re-discussion in January. Ms. Ruderman suggested a future targeted fund-raising appeal aimed at the users of the Fox Branch. Next year, income from this could supplant money now allocated from Trust Funds. Ms. Muldoon made a motion to approve a new budget of $27,029 plus a carryover of $6,054 from last year, to fund the trust fund requests of $33,083. Seconded by Ms. Lawrence. Passed unanimously.

Robbins Print Collection

Ms. Loud made a suggestion that the ~~trustees~~ Trust funds pay for the building of wooden storage cabinets along the walls of the Conference Room, to allow some prints to stay in the

library rather than going to off-site storage. She will get price quotes and determine how many of each size box would fit. Nancy Gentile obtained updated pricing to send 165 boxes of the most valuable prints to climate-controlled storage.

Report on Farmer Fund

David Castiglioni reported that the Farmer Fund paid $2,099.02 to the town for the benefit of the Robbins Library. Mr. Castiglioni also put out a call for new trustees of the Farmer Fund, to replace members that are stepping down. Ms. Muldoon, Mr. Murphy and Ms. Ruderman expressed possible interest in doing this.

Schedule for Policy Review

Ms. Loud suggested that there be a review of library policies on alternating years (perhaps at the March meeting). The trustees agreed and this will be worked into the schedule.

Staff Appreciation

The trustees requested that the Staff Appreciation be planned to enable participation by the greatest number of library personnel.

Other

The Dallin Museum Committee fundraiser will take place in November. It was re-scheduled from last fall due to the events of September 11th.

Adjournment

The meeting was adjourned at 9:55 PM on a motion by Ms. Muldoon; seconded by Ms. Ruderman. The next meeting will be held on Tuesday, September 10th at 7:30 PM.

Respectfully submitted,
Cynthia Diminture
Cynthia Diminture

Trustees Meeting - Aug. 20, 2002

Attending - Frank Murphy, Joyce Radochia, Katharine Lawrence, Barbara Muldoon, Susan Ruddeman, David Castiglioni.

Meeting called to order @ 7:10 PM

- Approval of minutes - Ms. Lawrence moved to approve; seconded by Ms. Muldoon. Approved as written.

- Communications

① E-mail from Maureen Killoran re: State budget news is not good. Cuts are in resource sharing, online databases and telecommunications.

② Communication from resident about cell phone use in the library. (discuss in Sept.)

- Town Day booth -

9-11 Ms. [redacted] Lawrence & Radochia
Pat? Neal? 11-1 Mr. Murphy
1-3 Ms. Ruderman

Raffle - $25 gift certificate for Barnes & Noble. Kathy will get.

-

Report of FY2002 Russell Fund expenditures - The entire budget was underspent by only $98.70. Budget was 35,329; expenditures were 35,230

- Approval of FY2002 Russell Fund Report - Mr. Murphy suggested an evaluation/feedback process for the Russell Fund programs. Ms. Ruderman suggested using the AFC (Arlington Family Connection) newsletter as a vehicle for this. A few corrections in punctuation and syntax were noted.

A suggestion was made for an early spring local author festival.

- Review of FY2003 Russell Fund allocation - a discussion took place about a set-aside for sign language interpreters.
(Check sheet for detail)

- author program -
Oct. 2, 3 + 10 are possible dates
Mameve Medwed

Myra McHahey

Local Romance author [with music]

Eileen McNamara

- approval of FY2003 trustee goals

- Report of FY2002 Trust Fund expenditures

see sheet for revised goals. Ms. Rudelman motioned to approve; seconded by Ms. Muldoon. Approved as ammended on sheet.

Joyce Radochia - cannot share week-ends in October

> $8,700 was unspent, out of a budget allotment of $42,345.

Approval of FY2003 Trust fund budget requests -
Ms. Muldoon reviewed June

30th Treasurer's office statements. Incomes from the funds were down by approximately ~~$~~25%. To make this up, the recommendation is to use this year the full $10,000 that was taken in from the fund-raising solicitation.

Some items (books on tape and kits) were marked for re-discussion in January. Ms. Rudelman also suggested a targeted fund-raising appeal aimed at users of Fox Branch. Next year, income from this could supplant money now allocated from Trust Funds.

$1,000 The only items not funded
100 were $1,000 videos, $1.00 &
200 $200 (Children's books on tape
500 dec./ processing and kits) and a $500 reduction in materials processing money.

Ms. Muldoon made a motion to approve a new budget of $27,029 plus a carryover of 6,054 from last year, to fund the trust fund requests of

$33,083. Approved unan.

— Robbins Print Collection - Ms. Loud made a suggestion to build wooden storage cabinets along the walls of the Conference Room (to avoid sending some prints to offsite storage)

Nancy got updated pricing for sending 165 boxes of the most valuable prints to a climate controlled storage.

$19,000 available from Robbins art & print funds

Ms. Loud will get pricing on cabinets and see how many & what types would fit)

— Repair on Farmer Fund (David Castiglioni) — $2,099.02 was pd. to the town for the benefit of the Robbins Library.

Start here

Schedule for policy review — Ms. Loud suggests that every other year, there will be a review of library policies (March meeting?) Trustees agreed

Party - meeting room sign typo

with this.

- Staff appreciation -

- Director's report - no July director's report.

Dallin Museum Committee fund-raiser will take place in November. (postponed from last fall)

September meeting - Sept.
Tuesday, 10th 7:30

Motion to adjourn at 7:55 PM by Ms. Muldoon; seconded by Ms. Ruderman.

Robbins Library Board of Trustees
June 11, 2002

Call to order

Ms. Radochia called the meeting to order at 7:35 PM. Attending were trustees David Castiglioni, Katharine Lawrence, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Patricia Deal was absent. Also attending were library director Maryellen Loud, assistant director Cynthia Diminture and Nancy Gentile, Head of Adult Services.

Approval of Minutes

The minutes of the May 14th meeting were approved as written, on a motion by Ms. Lawrence; seconded by Mr. Murphy. Passed unanimously.

Communications

The trustees received an invitation to a "going away" party for Keith Michael Fiels, who is leaving his job as head of the Massachusetts Board of Library Commissioners to become head of the American Library Association. Notice was received of the retirement of longtime library employee William Flaherty. He has been a library assistant since 1973. The trustees will present him with an engraved clock as a retirement gift. A patron, Jamie Sieger, sent a follow-up letter to Ms. Loud thanking her for her efforts in regard to curtailing the noise in the library.

Robbins Print Collection

Nancy Gentile attended to report on the status of the Robbins Print Collection project. She explained the storage options and associated costs. She presented three different scenarios for storage. These include various combinations of library storage, climate-controlled art storage and air-conditioned self storage. Many questions were raised and a lengthy discussion took place about these options. Discussion also continued about the possibility of hiring a curatorial assistant to do further work with the prints. No votes were taken but a sub-committee was established consisting of Mr. Murphy, Ms. Muldoon and Ms. Gentile. They will do site visits to storage facilities and make a recommendation to the full board regarding storage and the hiring of a curatorial assistant at the August meeting.

Additional Robbins Print Collection expenses – FY02

Ms. Muldoon made a motion; seconded by Mr. Castiglioni to use unencumbered monies in the Robbins Art and Print funds to pay for supplies ($200), accessionist ($168) and an assistant to process prints for storage ($514). Passed unanimously.

Preliminary Discussion of FY03 Administration and Trustee Objectives

Ms. Loud distributed a copy of the long-range plan activities for FY03. She stated that other activities would be to complete the Preservation Plan, review and update security procedures and work on several building projects. The department heads will use the long-range plan to prepare goals for next year, which will be incorporated into the Administration goals and objectives. At the August meeting, the trustees will review their goals.

FY03 Russell Fund Budget Allocations

Mr. Castiglioni gave the report of the Russell Fund. There is approximately $1,068 left to spend from the FY02 allocation. The allocation for FY03 will be $30,000 and Judi Paradis and Marianne Uttam have submitted a proposal commensurate with this amount. A motion to approve the proposal was made by Mr. Castiglioni; seconded by Ms. Lawrence. Passed unanimously.

A letter was received from the Arlington Family Connection thanking the trustees for the Russell Fund and suggesting future programming.

Author Program

No response has been received from Elizabeth McCracken. Mameve Medwed was suggested as the alternative. Ms. Loud will contact her.

Election of Officers

The nominating committee of Mr. Castiglioni and Mr. Murphy presented the following slate of officers for consideration:

Chair – Joyce Radochia
Vice-Chair – Frank Murphy
Trust Fund Liaison – Barbara Muldoon

Russell Fund Liaison – David Castiglioni

Mr. Castiglioni moved to approve the slate as presented; seconded by Ms. Ruderman. Passed unanimously.

Mr. Murphy suggested updating the by-laws of the Board of Trustees. The nominating committee will meet with Ms. Loud about this. Discussion could take place at the September meeting.

Adjournment

The meeting was adjourned at 9:50 PM on a motion by Ms. Ruderman; seconded by Ms. Lawrence. The next meeting will be held on **Tuesday, August 20th at 7:00 PM.**

Respectfully submitted,
Cynthia Diminture
Cynthia Diminture

Robbins Library Board of Trustees
June 11, 2002

Call to order

Ms. Radochia called the meeting to order at 7:35 PM. Attending were trustees David Castiglioni, Katharine Lawrence, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Patricia Deal was absent. Also attending were library director Maryellen Loud, assistant director Cynthia Diminture and Nancy Gentile, Head of Adult Services.

Approval of Minutes

The minutes of the May 14th meeting were approved as written, on a motion by Ms. Lawrence; seconded by Mr. Murphy. Passed unanimously.

Communications

The trustees received an invitation to a "going away" party for Keith Michael Fiels, who is leaving his job as head of the Massachusetts Board of Library Commissioners to become head of the American Library Association. Notice was received of the retirement of longtime library employee William Flaherty. He has been a library assistant since 1973. The trustees will present him with an engraved clock as a retirement gift. A patron, Jamie Sieger, sent a follow-up letter to Ms. Loud thanking her for her efforts in regard to curtailing the noise in the library.

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Additional Robbins Print Collection expenses – FY02

Ms. Muldoon made a motion; seconded by Mr. Castiglioni to use unencumbered monies in the Robbins Art and Print funds to pay for supplies ($200), accessionist ($168) and an assistant to process prints for storage ($514). Passed unanimously.

Preliminary Discussion of FY03 Administration and Trustee Objectives

Ms. Loud distributed a copy of the long-range plan activities for FY03. She stated that other activities would be to complete the Preservation Plan, review and update security procedures and work on several building projects. The department heads will use the long-range plan to prepare goals for next year, which will be incorporated into the Administration goals and objectives. At the August meeting, the trustees will review their goals.

FY03 Russell Fund Budget Allocations

Mr. Castiglioni gave the report of the Russell Fund. There is approximately $1,068 left to spend from the FY02 allocation. The allocation for FY03 will be $30,000 and Judi Paradis and Marianne Uttam have submitted a proposal commensurate with this amount. A motion to approve the proposal was made by Mr. Castiglioni; seconded by Ms. Lawrence. Passed unanimously.

A letter was received from the Arlington Family Connection thanking the trustees for the Russell Fund and suggesting future programming.

Author Program

No response has been received from Elizabeth McCracken. Mameve Medwed was suggested as the alternative. Ms. Loud will contact her.

Election of Officers

The nominating committee of Mr. Castiglioni and Mr. Murphy presented the following slate of officers for consideration:

Chair – Joyce Radochia
Vice-Chair – Frank Murphy
Trust Fund Liaison – Barbara Muldoon

Additional Kohlman Print Collection expenses – FY02

Ms. Muldoon made a motion, seconded by Mr. Carrington to use unencumbered money in the Kohlman Art and Print funds to pay for supplies ($200), accessories ($150) and an assistant to process prints for storage ($318). Passed unanimously.

Preliminary Discussion of FY03 Administration and Trustee Objectives

Ms. Lund distributed a copy of the long-range plan objectives for FY'03. She stated that other priorities would be to complete the Preservation Plan, review and update security procedures and work on several building projects. The department heads will use the long-range plan to propose goals for each area, which will be incorporated into the Administration goals and objectives. At the August meeting, the trustees will review their goals.

FY03 Russell Fund Budget Allocations

Mr. Carrington gave the report of the Russell Fund. There is approximately $1,008 left to spend from the FY02 allocation. The allocation for FY03 will be $10,000 and Jean Papadis and Matthew Green have submitted a proposal commensurate with this amount. A motion to approve the proposal was made by Mr. Carrington, seconded by Ms. Lawrence. Passed unanimously.

A letter was received from the Arlington Family Connection thanking the trustees for the Russell Fund and supporting future programming.

Other Business

No response has been received from Elizabeth MacFadyen. Maureen Mahoney was suggested as the alternative. Ms. Lund will contact her.

Election of Officers

The nominating committee of Mr. Carrington and Ms. Murphy presented the following slate of officers for consideration:

Chair – Joyce Radochia
Vice Chair – Frank Murphy
Trust Fund Liaison – Barbara Muldoon

Russell Fund Liaison – David Castiglioni

Mr. Castiglioni moved to approve the slate as presented; seconded by Ms. Ruderman. Passed unanimously.

Mr. Murphy suggested updating the by-laws of the Board of Trustees. The nominating committee will meet with Ms. Loud about this. Discussion could take place at the September meeting.

Adjournment

The meeting was adjourned at 9:50 PM on a motion by Ms. Ruderman; seconded by Ms. Lawrence. The next meeting will be held on **Tuesday, August 20th at 7:00 PM.**

Respectfully submitted,

Cynthia Diminture

Draft

Robbins Library Board of Trustees
June 11, 2002

Call to order

Ms. Radochia called the meeting to order at 7:35 PM. Attending were trustees David Castiglioni, Katharine Lawrence, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Patricia Deal was absent. Also attending were library director Maryellen Loud, assistant director Cynthia Diminture and Nancy Gentile, Head of Adult Services.

Approval of Minutes

The minutes of the May 14th meeting were approved as written, on a motion by Ms. Lawrence; seconded by Mr. Murphy. Unanimous. or Passed unanimously?

Communications

The trustees received an invitation to a "going away" party for Keith Michael Fiels, who is leaving his job as head of the Massachusetts Board of Library Commissioners to become head of the American Library Association. Notice was received of the retirement of longtime library employee William Flaherty. He has been a library assistant since 1973. The trustees will present him with an engraved clock as a retirement gift. A patron, Jamie Sieger, sent a follow-up letter to Ms. Loud thanking her for her efforts in regard to curtailing the noise in the library.

Robbins Print Collection

Nancy Gentile attended to report on the status of the Robbins Print Collection project. She explained the storage options and associated costs. She presented three different scenarios for storage. These include various combinations of library storage, climate-controlled art storage and air-conditioned self storage. Many questions were raised and a lengthy discussion took place about these options. Discussion also continued about the possibility of hiring a curatorial assistant to do further work with the prints. No votes were taken but a sub-committee was established consisting of Mr. Murphy, Ms. Muldoon and Ms. Gentile. They will do site visits to storage facilities and make a recommendation to the full board regarding storage and the hiring of a curatorial assistant at the August meeting.

```
#6          29-MAY-2002 12:38:11.46                                         NEW

There are still a few slots for public library staff to participate in
the MBLC Futures Institute to be held on June 26 and 27. It would be
great to have a core of Metrowest/Minuteman Directors and librarians
familiar with the content of the Institute. It would give us some common
ground for local discussion. Please see www.wpi.edu/News/Conf/LFI for
details [case sensitive]

Hope to see you there!

Sunny Vandermark
Regional Administrator
Metrowest MA Regional Library System
135 Beaver Street
Waltham, MA 02452
781-398-1819
Fax 781-398-1821
e-mail svanderm@mmrls.org


Press RETURN for more...

MAIL>
```

Cindy

Any interest

Additional Robbins Print Collection expenses – FY02

Ms. Muldoon made a motion; seconded by Mr. Castiglioni to use unencumbered monies in the Robbins Art and Print funds to pay for supplies ($200), accessionist ($168) and an assistant to process prints for storage ($514). Passed unanimously.

Preliminary Discussion of FY03 Administration and Trustee Objectives

Ms Loud distributed a copy of the long range plan ~~goals~~ ~~objectives~~ activities for FY03.

The department heads will use the long-range plan to prepare goals for next year, which will be incorporated into the Administration goals and objectives. At the August meeting, the trustees will review their goals.

She ~~the~~ stated that other activities would be to complete the Preservation Plan, review + update security procedures and work on several building projects.

FY03 Russell Fund Budget Allocations

Mr. Castiglioni gave the report of the Russell Fund. There is approximately $1,068 left to spend from the FY02 allocation. The allocation for FY03 will be $30,000 and Judi Paradis and Marianne Uttam have submitted a proposal commensurate with this amount. A motion to approve the proposal was made by Mr. Castiglioni; seconded by Ms. Lawrence. Passed unanimously.

A letter was received from the Arlington Family Connection thanking the trustees for the Russell Fund and suggesting future programming.

Author Program

No response has been received from Elizabeth McCracken. Mameve Medwed was suggested as the alternative. Ms. Loud will contact her.

Election of Officers

The nominating committee of Mr. Castiglioni and Mr. Murphy presented the following slate of officers for consideration:

Chair – Joyce Radochia
Vice-Chair – Frank Murphy
Trust Fund Liaison – Barbara Muldoon
Russell Fund Liaison – David Castiglioni

```
seem to be detecting versions of  W32.klez.  The software on my computer
alone has detected 9 occurrences since Friday.  Is this just happening
here?  In the past the most common source of received viruses on my
computer was the Regional listserv, but that hasn't been much of a problem
since they started stripping off attachments.  Please let me know if you
are noticing this trend.

As always, thanks for any information and for shedding light generally!

Ann Knight

Ann F. Knight
Assistant Director
Wayland Public Library
(508) 358-2311
aknight@mln.lib.ma.us


MAIL>
   #3          7-MAY-2002 16:30:43.82                                   NEWMAIL
From:   SMTP%"kwilczek@city.waltham.ma.us"  "Wilczek, Keely"
To:     keyusers@mln.lib.ma.us
CC:
Subj:   Windows 2000 Problem

Message-ID: <E81C1DAAFDBED411B21900306E00022905CBA4@walnet-po.city.waltham.ma.us
>
From: "Wilczek, Keely" <kwilczek@city.waltham.ma.us>
To: "'keyusers@mln.lib.ma.us'" <keyusers@mln.lib.ma.us>
Subject: Windows 2000 Problem
Date: Tue, 7 May 2002 16:30:41 -0400
MIME-Version: 1.0
X-Mailer: Internet Mail Service (5.5.2653.19)
Content-Type: multipart/alternative;
        boundary="----_=_NextPart_001_01C1F606.0E41BB30"

This message is in MIME format. Since your mail reader does not understand
this format, some or all of this message may not be legible.


Press RETURN for more...

MAIL>
   #3          7-MAY-2002 16:30:43.82                                   NEWMAIL
------_=_NextPart_001_01C1F606.0E41BB30
Content-Type: text/plain

One of our PCs has starting automatically rebooting when opening programs in
Windows 2000 while logged in as a Power User. When logged in as an
Administrator it works perfectly. I've talked to Dell and the problem
stumped a couple of technical support staff whose only suggestion was to
reload everything. Any other suggestions would be appreciated as I had to
reload another Dell today and would prefer not to do it again so soon.
Thanks.

Keely Wilczek
Technical Specialist and Reference Librarian
Waltham Public LIbrary


------_=_NextPart_001_01C1F606.0E41BB30
```

Mr. Castiglioni moved to approve the slate as presented; seconded by Ms. Ruderman. Passed unanimously.

Mr. Murphy suggested updating the by-laws of the Board of Trustees. The nominating committee will meet with Ms. Loud about this. Discussion could take place at the September meeting.

Adjournment

The meeting was adjourned at 9:50 PM on a motion by Ms. Ruderman; seconded by Ms. Lawrence. The next meeting will be held on **Tuesday, August 20th at 7:00 PM.**

Respectfully submitted,

Cynthia Diminture

√

Yes, I want to become a Friend.

Name Nancy Goodhue
Address 15 Apache Trail
City/Town Arlington
State/Zip MA 02474
Telephone ____________

_____ Student/Senior Citizen $8

_____ Individual Friend $10

_____ Family $15

$20

_____ Super Friend/Family $25

_____ New Member $5

_____ Matching Gift

Your annual contribution is tax-deductible and eligible for most company matching grant programs. Just send your company form to us with your check.

Please make your check payable to:
The Friends of the Robbins Library
and mail to
700 Massachusetts Avenue
Arlington, MA 02476

Attending - David Castiglioni, Joyce Radochia, Katharine Lawrence, Susan Ruderman, Frank Murphy, Barbara Muldoon. Patricia Neal was absent. Also attending - C. Dimintero M. Loud N. Gentile

Trustees Meeting - June 11, 2002

- Call to order - meeting called to order @ 7:35 PM by Ms Radochia.

- Approval of minutes of 5/14/2002 - motion to approve by Ms Lawrence; seconded by Mr. Murphy, approved unan.

- Communications
  - Invitation to "going away" party for Keith Fiels who is becoming Head of the American Library Association. He is currently the head of the Ct Board of Library Commissioners.
  - William Flaherty is retiring after 28 years of service. He has been a library assistant since 1973. Trustees will give him a nice clock as a retirement gift. His retirement coffee is scheduled for Thursday, June 13, 2002.
  - Jamie Ligier (patron) wrote a 2nd letter to Ms. Loud thanking her for her efforts in regard

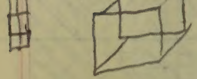
to making efforts to curtail the noise in the library.

— Robbins Print Collection —
Nancy Gentile attended to discuss the status of the print collection project. Ms. Gentile explained the storage possibilities and associated costs. She presented three different scenarios for storage. These involve various combinations of library storage, and climate-controlled ~~and non~~ air storage and air-conditioned self storage. Many questions were asked about the specifics of the storage options.

Ms. Ruderman investigated marketing the collection via post cards, greeting cards, book bags etc. She got mixed responses about this.

Discussion also took place about the hiring of a curatorial assistant.

After much discussion, a sub-committee was appointed to study the prints, consisting of Mr. Mulipher, Ms. Muldoon and



-3- a site visit will be arranged

Ms. Gentile. A ~~solution~~ decision regarding storage and hiring a curatorial person will be presented at the August meeting.

* Additional Robbins Print Collection expenses - FY02 — Unspent funds will be allotted in the following ways: Motion by Ms. Muldoon to use funds from Robbins Art & Print Collections unencumbered funds to pay for supplies ($200), accession list payments ($168) and an assistant to process prints for storage ($514); seconded by Mr. Castiglioni. Passed unan.

200
168
514
782

2nd-
Di Cost.

- Preliminary discussion of FY03 Administration and Trustee goals — Dept. heads will use the long range plan to prepare goals for next year. These will go into the administration goals. At the Aug. meeting, the trustees will review their goals.

what else did mel have

- FY 03 Russell Fund Budget allocations -

$ 1,068 left (approx) to spend from FY02 allocation

The allocation for FY03 will be $30,000 and Judi & Marianne have submitted a proposal commensurate with this amount.
A motion for approval was made by Mr. Castiglioni; seconded by Ms. Lawrence. Passed unan.

A letter was received from the Arlington Family Connection thanking them for the Russell Fund and suggesting future programming.

- author program - no response from Elizabeth McCracken. Mameve Medwed was suggested as the alternative.

- Election of officers - the nominating committee of David Castiglioni and Frank Murphy presented the following slate of officers:

Chair - Joyce Radochia
Vice Ch. Frank Murphy
Trustee liaison Barbara Muldoon
Russell Fund Trustee liaison — David Castiglioni

Mr. Castiglioni moved to approve the slate as presented; seconded by Ms. Ruderman. Approved. Unan.

Mr. Murphy suggested updating the by-laws of the Trustee board. The nominating Committee will discuss this with Ms. Loud. Discussion could take place at the Sept. meeting.

Meeting adjourned at 9:50 on a motion by Ms. Ruderman

The Aug meeting will take place at 7PM rather than 7:30 PM.

Robbins Library Board of Trustees
May 14, 2002

Call to order

The meeting was called to order at 7:35 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Lawrence, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Approval of minutes

There were two corrections to the minutes of the April 9th meeting. In the "Approval of Minutes" paragraph, the last sentence should read Ms. Ruderman rather than Mr. Ruderman. In the paragraph about the July 3rd closing, the order of the last two sentences was reversed. The correct wording is "This has been past practice. Passed unanimously". The corrected minutes were approved on a motion by Ms. Deal; seconded by Ms. Lawrence. Passed unanimously.

Communications

Ms. Loud was invited to join the Diversity Coalition Group, which is a citizen group sprung from the town's Diversity Task Force. She attended one meeting and will probably serve on one of their sub-committees.

The Board of Selectman forwarded a letter to Ms. Loud from a library patron upset with the noise level in the library. Ms. Loud wrote a letter to the selectmen in response and they forwarded a copy to the patron.

Robbins Print Collection

Ms. Loud gave an update on the status of the project, particularly with regard to the potential for off-site storage of some prints. Discussion took place about the advantages and disadvantages of two facilities which had been evaluated by Ms. Loud and Nancy Gentile. The trustees recommended putting all the prints in one storage facility, with two different levels of climate control based on the value of the prints. A representative of Fine Arts Express will do a site visit to determine final costs. The question of hiring a curatorial assistant for the print collection was raised and was tabled until a future meeting.

FY2003 budget update

Ms. Loud expects that a budget figure will be received from the Town Manager within a week. She will make a final budget submission accordingly.

RIF program

The contract is due at the end of May but Ms. Loud advises non-renewal. Due to the tight budget, the trust funds could better be used to support services at the Robbins Library. One potential use is to reinstate the book giveaway at the library. Ms. Ruderman brought up the possibility of obtaining corporate sponsorships from a company such as Starbucks for these programs. Ms. Ruderman made a motion; seconded by Mr. Murphy, not to renew the RIF contract for the coming year. Passed unanimously.

Author program update

Sue Miller has declined the invitation of the trustees because of a heavy schedule. Ms. Loud has written to Elizabeth McCracken but hasn't yet received a response.

Special projects update

Ms. Loud reviewed the list of potential projects listing projected costs and possible sources of funding.

Signage and enforcement of library regulations

Ms. Loud talked to the trustees about a letter received by the selectmen regarding noise in the library. In response, Ms. Loud has posted additional signage and spoken to staff about trying to enforce a quiet atmosphere, especially in the lobby area.

Planning for a 2004 Ten-Year celebration

The trustees deferred discussion on this until the fall.

Fundraising

A chart was distributed showing the response thus far to the individual and business donor solicitations. To date, approximately $10,000 has been received. A corporate donor annual report will be inserted into the annual report and mailed to the corporate donors. The summer newsletter and the web site will list contributors of $500 or more. In September, the trustees will discuss approaching Little Brown for a donation.

Friends of the Library update

The annual membership renewal drive has been taking place. There are two new Friends' board members. A planning session for the Town Day book sale will be held on Thursday, June 13th.

Appointment of nominating committee

Mr. Murphy and Mr. Castiglioni agreed to serve as the nominating committee and will present a slate of officers for consideration at the June meeting.

Adjournment

The meeting was adjourned at 10 PM on a motion by Ms. Radochia; seconded by Ms. Deal. The next meeting will take place on Tuesday, June 11th at 7:30 PM.

Respectfully submitted,
Cynthia Diminture
Cynthia Diminture

Draft

Robbins Library Board of Trustees
May 14, 2002

Call to order

The meeting was called to order at 7:35 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Lawrence, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Approval of minutes

There were two corrections to the minutes of the April 9th meeting. In the "Approval of minutes" paragraph, the last sentence should read Ms. Ruderman rather than Mr. Ruderman. In the paragraph about the July 3rd closing, the order of the last two sentences was reversed. The correct wording is "This has been past practice. Passed unanimously". The corrected minutes were approved on a motion by Ms. Deal; seconded by Ms. Lawrence. Passed unanimously.

Communications

Ms. Loud was invited to join the Diversity Coalition Group, which is a citizen group sprung from the town's Diversity Task Force. She attended one meeting and will probably serve on one of their sub-committees.

The Board of Selectman forwarded a letter to Ms. Loud from a library patron upset with the noise level in the library. Ms. Loud wrote a letter to the selectmen in response and they forwarded a copy to the patron.

Robbins Print Collection

Ms. Loud gave an update on the status of the project, particularly with regard to the potential for off-site storage of some prints. Discussion took place about the advantages and disadvantages of two facilities which had been evaluated by Ms. Loud and Nancy Gentile. The trustees recommended putting all the prints in one storage facility, with two different levels of facilities based on the value of the prints. ~~They would like a~~ A representative of Fine Arts Express will ~~to~~ do a site visit ~~before~~ to determine Final costs. The question of hiring a ~~curator~~ curatorial associate for the print collection was raised and was tabled until a future meeting.

climate control

FY2003 budget update

Ms. Loud expects that a budget figure will be received from the Town Manager within a week. She will make a final budget submission accordingly.

TRANSMISSION VERIFICATION REPORT

TIME : 01/23/2002 14
NAME : ROBBINS LIB OF
FAX : 7813163209
TEL : 7813163203

DATE,TIME	01/23 14:05
FAX NO./NAME	919785350419
DURATION	00:01:18
PAGE(S)	02
RESULT	OK
MODE	STANDARD

TRANSMISSION VERIFICATION REPORT

TIME : 01/23/2002 14
NAME : ROBBINS LIB OF
FAX : 7813163209
TEL : 7813163203

DATE,TIME	01/23 14:05
FAX NO./NAME	919785350419
DURATION	00:01:18
PAGE(S)	02
RESULT	OK
MODE	STANDARD

Due to the tight budget the Trust funds could better be used to support services at the Robbins library. One potential use is to ~~Re~~-instate the book-giveway at the ~~during~~ library ~~[illegible]~~

RIF program

The contract is due at the end of May but Ms. Loud advises non-renewal. ~~Trying to coordinate reporting and record-keeping with the schools has not gone smoothly. Also, recipients no longer perceive a connection between the book give-away and the public library. The children's department staff would rather use trust funds to hold a book give-away within the library.~~ Ms. Ruderman brought up the possibility of obtaining corporate sponsorships from a company such as Starbucks for these programs. Ms. Ruderman made a motion; seconded by Mr. Murphy, not to renew the RIF contract for the coming year. Passed unanimously.

Author program update

Sue Miller has declined the invitation of the trustees because of a heavy schedule. Ms. Loud has written to Elizabeth McCracken but hasn't yet received a response.

Special projects update

Ms. Loud distributed a list of potential projects listing projected costs and possible sources of funding. (should anything more be said?) The Trustees ~~agreed that~~ ~~the~~

Signage and enforcement of library regulations

Ms. Loud talked to the trustees about a letter received by the selectmen regarding noise in the library. In response, Ms. Loud has posted additional signage and spoken to staff about trying to enforce a quiet atmosphere, especially in the lobby area.

Planning for a 2004 Ten-Year celebration — Do you remember if anything was said about this?

My notes say late Sept ??.

deferred discussion to the fall

Fundraising

A chart was distributed showing the response thus far to the individual and business donor solicitations. To date, approximately $10,000 has been received. A corporate donor annual report will be inserted into the annual report. The summer newsletter and the web site will list contributors of $500 or more. In September, the trustees will discuss approaching Little Brown for a donation.

+ mailed to the corporate donors ??

Friends of the Library update

membership renewal drive ~~[illegible]~~ taking place.

The annual membership drive is ongoing and ~~several responses have been received.~~ There are two new Friends' board members. A planning session for the Town Day book sale will be held on Thursday, June 13th.

TRANSMISSION VERIFICATION REPORT

TIME : 01/23/2002 14:33
NAME : ROBBINS LIB OFFIC
FAX : 7813163209
TEL : 7813163203

DATE,TIME	01/23 14:31
FAX NO./NAME	916177484260
DURATION	00:01:40
PAGE(S)	03
RESULT	OK
MODE	STANDARD ECM

Appointment of nominating committee

Mr. Murphy and Mr. Castiglioni agreed to serve as the nominating committee and will present a slate of officers for consideration at the June meeting.

Adjournment

The meeting was adjourned at 10 PM on a motion by Ms. Radochia; seconded by Ms. Deal. The next meeting will take place on Tuesday, June 11th at 7:30 PM.

Respectfully submitted,

Cynthia Diminture

Cindy Diminture

From: **"Nancy Clark" <nclark@town.arlington.ma.us>**
To: **PAYROLL DISTRIBUTION**
Date sent: **Fri, 18 Jan 2002 08:04:13 -0500**
Subject: **FAX**
Priority: **normal**

GOOD MORNING......THE PAYROLL OFFICE HAS A NEW FAX NUMBER........316-3544 THANKS......

Trustees Meeting - Tues., ~~April~~ May 14, 2002

Attendance: Katharine Lawrence, Frank Murphy, Patricia Neal, Joyce Radochia, Susan Ruderman and David Castiglioni

Director Maryellen Loud & Assistant Director Cindy Blixinture

- Meeting Called to order @ 7:35 PM

- approval of ~~May~~ april minutes -
Correct the last line of the approval of minutes (Ms. Ruderman)
July 3rd - Change order of last 2 sentences.
Minutes approved as corrected on a motion by Ms Neal, seconded by Ms. Lawrence.
Passed unan.

Communications—
Director -
Invitation to join Diversity (citizen group) Coalition group. They are proposing a Multi-Cultural Center which is an off-shoot of the Diversity Task Force.

Ms. Loud will probably work on one of their sub-Committees.

— Board of selectman - Forwarded Copy of letter from upset patron regarding the noise level in the library. Ms. Loud responded to this letter. Selectman sent Citizen a patron a Copy of the letter.

—

Robbins Print Collection — Ms Loud gave an update on the status of the project, particularly of the Storage segment of it. A discussion took place about the advantages and disadvantages of two facilities which had been evaluated by Ms. Loud and Nancy Gentile. Trustees recommended putting all prints in one storage facility, with 2 different levels of storage, based on the value of the prints. A site visit from a representative from Fine Arts Express is desired. The question of hiring a Curator for the print Collection was raised. This will be talked about again at a future meeting.

- FY2003 Budget update – Ms. Lord hopes that town manager will inform the dept. heads of final figures by next week and we will make a final budget submission accordingly.

- RIF program – Contract is due at the end of May but Ms Lord advises non-renewal. The Cooperative programs the schools has not gone smoothly with reporting and record keeping. Also, the connection to the public library has been lost in almost everyone's mind. The Children's staff would rather see the Trustee money for a Children's book giveaway *in* the library. Ms. Ruderman again brought up the possibility of getting corporate sponsorship (Star bucks)

- Ms. Ruderman made a motion *not* to renew the RIF Contract for the coming year; seconded by Mr. Murphy. Passed unan.

- Author program update – Sue Miller has turned us down due to a tight Schedule. Ms. Lord has written to Elizabeth McCracken but hasn't yet received a response.

Special projects updates - Ms. Loud passed out a list of potential projects with some associated costs and the funds from which to take ~~from~~ the money.

- Signage & enforcement of library regulations

- Planning for 2004 Ten-year anniversary celebration

June 13th membership drive

Town Day book sale.

Fundraising - a chart was distributed showing responses to the business and individual solicitations. A total of approx $10,000 has been received.

Corporate donor annual report? (insert in regular annual report)

Summer newsletter & web site will list the "over $500" donors.

For Sept. - to approach Little Brown. Ms. Ruderman has background info. We should decide what we will be requested. (agenda for Sept.)

- Friends update - Membership dri
is ongoing. several responses have

been received. There are 2 new Friends Board members. A planning session for the Town Day book sale will be held on Thursday, June 13th.

- Appr. of Nominating Committee - Mr. Murphy & Mr. Castiglioni volunteered to be the nominating Committee. They will present a slate at the next meeting.

Next meeting date - June 11th

August meeting - Aug. 20th

Meeting adjourned on a motion by Ms. Radochia; seconded by Ms. Neal at 10 PM

Robbins Library Board of Trustees
April 9, 2002

Call to order

The meeting was called to order at 7:40 PM. Attending were trustees David Castiglioni, Patricia Deal, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Katharine Lawrence was absent. Also attending were library director Maryellen Loud, assistant director Cynthia Diminture and Nancy Gentile, Head of Adult Services.

Approval of minutes

The minutes of the February 26th meeting were approved as written on a motion by Mr. Murphy; seconded by Ms. Ruderman. Regarding the minutes of the March 12th meeting, the spelling of Mr. Bergquist's name was corrected in the paragraph on the Robbins Print Collection. The corrected minutes were approved on a motion by Mr. Murphy; seconded by Ms. Ruderman.

Communications

Reports were received from library staff members Susie Neubauer and Marianne Uttam about the Public Library Association Conference that they recently attended in Arizona. Both enjoyed the conference and found the programs very useful.

Ms. Loud reminded the trustees that Wednesday, April 10th is Library Legislative Day. She has appointments with Representative Marzilli and an aid for Senator Havern.

A letter was received from St. Agnes School thanking Judi Paradis and the Russell Fund for their support of the author program visit by Michael Glaser on January 25th.

Robbins Print Collection

Nancy Gentile gave a report on the status of the Robbins Print Collection project. Ms. Gentile recommends sending all of the selections made by representatives of Dowling College. Discussion took place about whether to loan the portrait of Pope Innocent IX, which has the greatest value. Ms.

Ruderman made a motion; seconded by Ms. Deal to send the selected prints, minus the Pope Innocent portrait. Passed unanimously. Ms. Gentile presented the trustees with a draft of the loan agreement. There was discussion about how to make certain that each school's document is signed by a person with the legal responsibility to do so. A cover letter to go with the package would be one way to insure this. Ms. Ruderman volunteered to find out the proper legal entity for each of the four schools to which the prints will be loaned. Ms. Gentile also discussed with the trustees the issue of storage for the prints not being loaned. More discussion of this issue will take place at the May meeting. As for the future of the print collection project, the trustees must decide whether to engage in further loans of the prints to art schools. Also, Ms. Loud recommended that the board hire a part-time curator if they are interested in additional projects regarding the prints.

Trust fund budget report

The status report, prepared by Ellen Porretta, the library bookkeeper, was distributed and Ms. Muldoon gave the explanation. The report now includes an "encumbered" column. There is an available balance in the trust fund budget for FY02 of $17,102.

Russell Fund budget report

Mr. Castiglioni reported that through March, a sum of $30,441 has been spent out of a total of $35,329, leaving a balance of $4,888. The entire amount has been earmarked for spending by the end of June.

Preliminary discussion of Russell Fund FY2003

The Board reviewed the wording of the donor agreement for the Russell Fund in light of the potential reductions in the municipal budget for FY 2003.

Author program

The program with Ruth Foster was very well attended and well received. Sue Miller is under consideration for the fall program but attempts to contact her have been so far unsuccessful. Other trustee choices are Elizabeth McCracken, Mameve Medwed or Alan Lupo and Caryl Rivers.

Friends of the Library update

The author program in March with Patricia Thomas was excellent but not as well attended as was hoped. The planned murder mystery fundraiser has been postponed until October. A return visit by Michael Tougias has been arranged for October 15th when he will present a narrated slide program on the history of the Quabbin Reservoir and outdoor humor. April is Friends membership month. Renewal forms will be sent to all applicants and new members will be solicited.

July 3rd

Ms. Deal made a motion; seconded by Mr. Murphy, to close both the Robbins and Fox libraries at 5PM on Wednesday, July 3rd. This has been past practice. Passed unanimously.

Annual report

The annual report for the public was distributed. The full report is available at the Reference desk and on the library's web site.

Other

Ms. Ruderman brought up two items for future consideration. 1. An event in the summer of 2004 to commemorate the ten-year anniversary of the completion of the library building project. 2.The possibility of approaching Little Brown Publishers (AOL Time-Warner) for funding. James Brown, the founder of Little Brown, was one of the library's early book selectors.

Adjournment

The meeting was adjourned at 9:55 PM on a motion by Mr. Murphy; seconded by Ms. Muldoon. The next meeting will be held on Tuesday, May 14th at 7:30 PM.

Respectfully submitted,

Cynthia Diminture

Hands across thewaters.org

Trustees - April 9, 2002

Attending - David Castiglioni, Frank Murphy, Joyce Radochia, Barbara Muldoon, Susan Ruderman Patricia Neal
@ Nancy Gentile, Merl, Cindy
absent: K. Lawrence
Meeting Called to order @ 7:40 PM

Minutes of Feb. 26 :
March 12 :

2/26 - M. Murphy moved; 2nded by Ms Ruderman. Approved as written.

3/12 - Correction to spelling of Jim Bergquist's name - check's
motion to approve as corrected - M. Murphy; 2nded by Ms. Ruderman. Approved unan.

Communications - reports from S. Neubauer & M. Uttam on their trip to ALA in Phoenix. Both enjoyed & gathered much useful info.

(Wed. 4/10)

Tomorrow is Lib. Leg. Day - Ms. Lourd will attend & has appts. w Rep. Marzilli and the aide for Senator Havern.

- A letter from St. Agnes was received thanking Judi P. & the Russell Fund for their support of the author program visit on Jan. 25th (Michael Glaser)

Robbins Print Collection - Report by Nancy Gentile

Loan to Dowling College - Ms. Gentile recommends sending all of their print selections, including some that are more expensive than the norm ($500 & 750). The entire lot amounts to 22 boxes with 2,929 prints, amounting to $15,050 in value. Much discussion took place about whether to loan the portrait of Pope Innocent IX which has the greatest value. Should we have an effective plan for exhibiting prints before we hold some back from loan?

#
2929
+ 2
2931

value
15,050
600
15,650

[All "loan" schools have agreed

Mr. Ruderman moved to send
the prints, minus Pope
Innocent IX; 2nded by Mr.
Neal. Passed unan.

to carry the insurance, but there is a question about insurance during transit. The Town will decide whether to obtain a special insurance policy. Mr. McDonnell has packed everything for transit. They must be addressed & labels & the schools must sign the agreement for outgoing loan.

Motion: Ms. Ruderman made a
to send the rest & motion to withhold the Pope Innocent
from the Shipment going to Dowling
opp. ; 2nded by Ms. Deal. Voting in
David favor: Ms. Ruderman, Ms.
C. Muldoon & Mr. Murphy, opposed
Pat ← — (tie)
Deal new motion - Ms. Deal to re-
& Ms. Radocchia. Consider P. Innocent sending
til the May; 2nded by Mr.
Murphy, mtg. passed unan.

Loan document - Ms. Gentile presented a rough draft of the "agreement for outgoing loan". There was discussion about how to specify that each school's document is signed by a person with legal responsibility to do so. Perhaps a cover letter to go with the package. ~~asking them to identify this person.~~ Ms. Ruderman volunteered to find out the proper legal en-

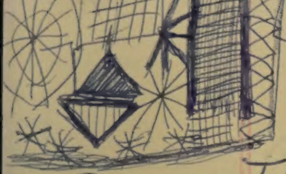
tity for each of the 4 schools to whom prints will be loaned.

Storage issue - When a storage review by a preservationist was done, the recommendation was to remove the prints from this building because conditions are poor (under water pipes, no air conditioning). Ms. Lord recommends removing the items to storage, at least for the summer. Mr. Murphy recommends getting updated price quotes from the storage facilities. The original quotes were from 2001. Should prices be obtained from facilities farther away geographically?

(More discussion will take place @ the May meeting)

Projects to be undertaken with the prints - Ms. Lord recommends that if the Trustees want to pursue other print projects, they should be prepared to hire a part-time curator. Also, the board must decide if there should be additional loaning

Trust fund budget report - The status report, prepared by Ellen Lovretta, was distributed & Ms. Muldoon elaborated. The report now includes an "encumbered" column.



There was some discussion about the usefulness of these encumberances.
The total bal. available is 17,102.75 (Circ. prints, bins for same, personnel for Ms. Gentile, overage from sale of Goodman books)

— Russell Fund budget — Mr.
Castiglioni reported that through
30,441 March, a sum of 30,441 has
been spent out of a total of
35,329 35,329., leaving 4,888.24 still
to spend. All of this has been
ear marked for spending.

— Prelim. discussion of Russell Fund FY 2003 —

35329
30,441
4888

— author program - the Ruth Foster program was very popular; well attended. Trustees will ask Ms. Lawrence about the amt. of the honorarium.

Fall program - Sue Miller - a letter was faxed to her, and a contact gave her Ms. Loud's phone #. We haven't heard back from her. Ms. Ruderman has a Cambridge home address for her. For a back-up, Elizabeth Mc-

Cracker or Mameve Medwed, or Alan Lupo x Caryl Rivers

- Friends of the Library update — Murder Mystery has been postponed to October.
  Trustees will send a card re Wendy's mother

July 3rd - Ms. Deal made a motion, seconded by Mr. Murphy to close both libraries @ 5PM on Wed., July 3rd. Passed unan.

Annual report was distributed. A complete report is available at the reference desk.

-Other - Ms. Ruderman brought up 2 items for future consideration:

-a ten-year anniversary event in summer of 1994 2004 for the renovation

- Little Brown (AOL time warner) - James Brown fund (Little Brown founder. James Brown was the original book selector) - to approach

for funding-

next meeting date- Tuesday, May 14th
7:30PM

Meeting adjourned @ 9:55 PM.
Motion- Mr. Murphy 2nded by
Ms Muldoon. Unan.

Robbins Library Board of Trustees
March 12, 2002

Call to order

The meeting was called to order at 7:35 PM. Attending were David Castiglioni, Patricia Deal, Katharine Lawrence, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Also attending were Nancy Gentile, Head of Adult Services, Library Director Maryellen Loud and Assistant Director Cindy Diminture.

Approval of minutes

There were two corrections to the minutes of the February 13th meeting. A typographical error was corrected in the Fundraising paragraph. In the Robbins Print Collection section, the word “value” was clarified as “of special interest”. The amended minutes were approved on a motion by Ms. Ruderman; seconded by Ms. Lawrence.

Communications

A notice was distributed regarding Library Legislative Day on April 10th at the State House.

Robbins Print Collection

Nancy Gentile made a presentation to the board regarding the status of the Robbins Print Collection project. She distributed a status report and an inventory of the prints that have been accessioned and are to be loaned to art schools. Jeremy McDonnell had been hired to accession the prints. Ms. Gentile reported that Jim Bergquist has finished his appraisal of the prints after working several days in January and February. In most cases, he studied individual prints and sampled the remainder. Votes were taken on the loan of prints to three schools. Ms. Ruderman made a motion; seconded by Ms. Deal, to loan four boxes of prints, as listed on the inventory, to the Montserrrat College of Art. Approved unanimously. Ms. Deal made a motion; seconded by Ms. Lawrence, to loan eight boxes of prints to Assumption College, subject to a review of the American prints by Ms. Gentile and Ms. Loud. Passed unanimously. Ms. Ruderman made a motion; seconded by Mr. Murphy, to loan selected miscellaneous prints, with the exception of an album of prints by Norblin, to Plymouth State College. Passed unanimously. Ms. Gentile then showed the trustees a copy of the “agreement for outgoing loan” form. Some questions were posed regarding line items on the document. The wording of items

ten and eleven, regarding the credit line and the repair and cleaning of objects, were revised. Ms. Muldoon requested that the trustees see a completed loan form. Ms. Muldoon made a motion; seconded by Ms. Ruderman, to allocate $770 to pay Jeremy McDonnell for another fifty-five hours of work and $2,035 to pay Nancy Gentile for an additional fifty hours of work, the monies to come from the Robbins Art Fund, with a transfer of $1,000 from the line item for an appraiser, to cover these additional payments.

Meeting room policy

Ms. Loud suggested three changes to the wording of the meeting room policy. Ms. Deal made a motion; seconded by Ms. Muldoon, to change the meeting room policy as proposed. Passed unanimously.

Annual report for the public

Trustees reviewed the proposed format of the annual report and approved the printing on beige paper.

Security

Mr. Murphy brought up the topic, suggesting that all policies and information on security and disaster preparedness be pulled together in one place for better organization and accessibility. Ms. Loud explained that a disaster plan exists for the Local History Room collection and that this will be extended to the rest of the collection. The Fire Department has copies of this plan as well. The staff manual contains "safety" directives in several places alphabetically. Ms. Loud will see that these are compiled into a single document.

Author program

The Ruth Foster program will take place on Wednesday, April 3rd. The "suggestion list" for a spring program was discussed. Trustees were given an opportunity to suggest author choices. Where there is consensus, these authors will be contacted.

Update on Friends of the Library

Ms. Diminture distributed a status report on the activities of the Friends of the Library. The ongoing book sale is doing well. The annual membership drive will take place in April. The Friends have two upcoming programs, an author program with Pat Thomas on Wednesday, March 13th and an author talk with Dr. Alfred

Koumans on Wednesday, April 17th, being co-sponsored with the Arlington Family Connection. Discussions are underway for fall programs.

FY2003 budget

There is nothing new to report. The town is still awaiting news on the Local Aid to Cities and Towns in the state budget.

Adjournment

The meeting was adjourned at 9:50 PM on a motion by Mr.Castiglioni; seconded by Ms. Lawrence. The next meeting will be held on Tuesday, April 9th at 7:30 PM.

Respectfully submitted,
Cynthia Diminture
Cynthia Diminture

Ms. Ruderman moved that 4 boxes of prints be sent to Montserrat College on permanent loan; seconded by Ms. Neal. Approved unan.

as listed on the inventory

Assumption College - 8 boxes. (American prints will be reviewed by Ms. Gentile & Ms. Lord)
Motion - Ms. Neal; seconded by Ms. ~~Neal~~ Lawrence. Passed unan.

Plymouth State - Items 1-4, (misc. prints) withholding the album by Noblin. Moved by Ms. Ruderman; seconded by Mr. Murphy. Passed unan.

$317,600 - total worth of the print collection, based on the appraisal by Jim Bergquist

Loan form - some questions were posed regarding line items on the document. Item 10 + 11 were revised. Ms. Muldoon requested that the trustees see a filled-in loan

additional Ms. Muldoon ~~[illegible]~~ moved to allocate $770 for payments for Jeremy McDonnell, to work another 55 hrs. beyond the original 240 to complete the project, ~~[illegible]~~ and $2,035 to pay N. G. for 50 add. ~~[illegible]~~ hrs. of work, out of the Robbins Art Fund, with a transfer of $1,000 from the appraisers line item to cover these balances.

2nded by Ms. Riedeman Approved unan.

— Meeting Room policy —

Ms. Deal moved to change the meeting room policy as proposed. (3 items) 2nded by Ms. Muldoon. Passed unan.

— annual report — Trustees liked the format, printed on beige paper [numbers + percentages need to be re-checked]

— Library security —

Mr. Murphy brought up the topic & suggested that all policies and information on security and disaster preparedness be pulled together in one place (better organization and accessibility)

Ms. Loud explained that a disaster plan exists for the local history room Collection (with Contact lists) and that a Copy of the plan have been given to the Fire Dept. This will be extended to the rest of the collection. The staff manual contains "safety" sections alphabetically in different areas. The possibility to pull these sections out & put them all in one document exists. Ms. Loud will see that this is done.

-problem patron
-Fire evacuation
-bomb scares

-author program - The "suggestion list" was discussed.

[flyer for Ruth Foster program (and poster) - needs to be done

Trustees will Circle author Choices & turn in to Ms. Loud. If there is Consensus, these people will be approached.

Friends - a status report on the activities was distributed.

- FY2003 budget - There is not much to talk about right now. State aid (local aid to cities and towns) is really unknown at this point.

144,000 - Director's report -

Next meeting - April 9, 2002

Meeting adjourned at 9:50 PM on a motion by M. Castiglioni, seconded by Ms. Lawrence.

Trustees mtg - March 12, 2002

- Meeting called to order at 7:35 PM. Attending: Joyce Radochia, Barbara Muldoon, David Castiglioni, Katharine Lawrence, Susan Rudderman, Frank Murphy, Patricia Deal. Also attending: Maryellen Loud, Cindy Pliminture & Nancy Gentile.

Minutes of 2/13 meeting - Correction to his (should be this) 2nd line of fund-raising update.

Robbins Print - the word value will be changed to "special interest." (clarification)

Minutes approved on a motion by Ms. Rudderman; seconded by Ms. Lawrence.

- Communications - notice re: Library Legislative Day on April 10th

- Robbins Print Collection - Nancy Gentile distributed a progress report on the project as well as an inventory of the prints which have been accessioned &

are to be loaned to art schools. Jim Bergquist finished his appraisal after coming several times in Jan. & Feb. He went through mostly all of the boxes, except for those in the attic where a sampling was done.

Jeremy McDonnell was hired as an accessionist.

Start here

All of the 4 art schools selected prints. The inventory lists the # of prints per box, the value per box and the average price per print.

A discussion ensued regarding an album of prints by Jean-Pierre Norblin which Plymouth State College would like to take. These are among the more valuable in the print collection.

Should they be loaned?

Ms. Gentile also distributed an "agreement for outgoing loan" form.

The individual loan packages were voted on:

Robbins Library Board of Trustees
February 26, 2002

Call to order

The meeting was called to order at 6:05 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Lawrence, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud and assistant director Cindy Diminture.

Fundraising letter

The fundraising levels for the business solicitation will remain the same as last year. A discussion took place regarding to whom the solicitation should be sent. Ms. Loud has a list of last year's existing businesses obtained from the Town Clerk's office. This list will be reviewed. Ms. Ruderman will investigate new businesses to include.

Author program

The trustees author program with Ruth Foster will take place on Wednesday, April 3rd at 7:30 PM. The Globe-Pequot bookstore only has nine copies of the book available. Trustees instructed Ms. Loud to purchase all of the available copies, to sell at the author event.

FY2003 budget

The town's expected budget deficit will result in cuts to the library budget. Ms. Loud discussed with the trustees areas of potential cuts.

Adjournment

The meeting was adjourned at 7:05 PM on a motion by Ms. Muldoon; seconded by Ms. Lawrence. The next meeting will take place on March 12th at 7:30 PM.

Respectfully submitted,

Cynthia Diminture

Cynthia Diminture

Robbins Library Board of Trustees
February 13, 2002

Call to order

The meeting was called to order at 7:35 PM. Attending were David Castiglioni, Katharine Lawrence, Barbara Muldoon, Joyce Radochia and Susan Ruderman. Patricia Deal and Frank Murphy were absent. Also attending were library director Maryellen Loud and assistant director Cindy Diminture.

Finance Committee Liaisons-FY2003 Budget

Finance Committee liaisons George Kocur and Mary Margaret Franclemont met with the trustees to discuss FY2003 budget projections. There is expected to be a 2.9 million dollar deficit throughout the town due to a number of factors, including decreasing state aid reimbursements. The liaisons had previously met with Ms. Loud, identifying possible areas of reduction for the library budget. The liaisons answered questions from the trustees. Library state aid qualification and de-certification issues were addressed. A second wave of budget cuts may be necessary once the Finance Committee has a more complete picture of the town's finances. Ms. Loud advised the board that a special meeting might need to be scheduled if the board wished to review the prioritized list of items for budget reduction. Mr. Kocur suggested that the trustees contact state representatives and senators to lobby for keeping the local aid portion of the state budget intact.

Approval of minutes

The minutes of the January 8th meeting were approved as written on a motion by Ms. Lawrence; seconded by Ms. Muldoon.

Author program

Ms. Lawrence found out that Globe-Pequot Press has twenty-four copies available of Ruth Foster's book "Landscaping that Saves Energy and Dollars", but she is unsure if unsold copies may be returned. At the next meeting, the complete list of author possibilities for future programs will be examined.

Friends of the Library update

The "Revere Beach Memories" program on January 30th was well attended and received. The next Friends program will take place on Wednesday, March 13th, when Pat Thomas will discuss her book "Big Shot", about the search for an AIDS vaccine. The program is

free and open to the public. A murder mystery fundraiser is tentatively scheduled for May.

Fundraising update

Approximately $7,000 has been received to date from the December solicitation. Ms. Loud recommends that this be held in reserve for FY2003. Ms. Ruderman drafted a letter soliciting the business community. Her suggestion to lower the donor levels due to the economy was discussed. Ms. Ruderman made a motion; seconded by Ms. Lawrence, to keep donor levels the same as last year. The motion was defeated on the following vote: 1 in favor; 3 opposed. Ms. Ruderman suggested a revised letter to be discussed at a special trustee meeting.

Sign language interpreter

Ms. Loud read comments from Frank Murphy, who was not in attendance. Options for providing accommodations were discussed. Ms. Loud suggested setting aside a small amount of money this year for sign language interpreters. Ms. Muldoon made a motion; seconded by Ms. Lawrence to transfer $400 from the public relations category of the general trust funds to a contingency fund to provide sign language interpreters for library programs. Passed unanimously. It was agreed that the library needs a written policy about accommodations to meet ADA (Americans with Disabilities Act) requirements.

Update on sing-a-longs

Registration is currently underway for the spring session, beginning March 12th. Two sessions will be held, alternating weeks. At least 50% of the new registrants did not attend the previous session.

Space planning

Ms. Loud recommends that much of this be placed on hold pending resolution of the upcoming funding crisis. The improved, energy-efficient lighting would be a priority since it is sorely needed and some costs can be reimbursed at an 80% level by NStar. Discussion on this issue will continue at the March meeting.

Robbins print collection

special interest (clarification)

The appraiser, Jim Berquist, came on four occasions and has finished his work. He identified seven items ~~of value~~ among those that were to be loaned to art schools. The four schools to receive the prints are: Assumption College, Montserrat College of Art, Plymouth State College and Dowling College in New York. An accessionist, Jeremy McDonnell, has been hired to work for the next two months. Nancy Gentile will report on his work at the next trustees meeting. Ms. Lawrence made a motion; seconded by Ms.

Muldoon to authorize Ms. Loud to approve invoices for payment to Mr. McDonnell. Passed unanimously.

Other

A library legislative breakfast will take place on Friday, March 1st at the Winchester Public Library, 7:30-9:00 AM. Trustees are encouraged to attend. Library Legislative Day will take place at the State House on Wednesday, April 10th.
A request was made for the use of the Community Room for a piano festival (for Arlington piano teachers and students). A motion was made by Ms. Lawrence to deny the usage, upholding the currently existing usage policy. Seconded by Ms. Ruderman. Passed unanimously.
An "extra" trustees meeting will take place on Tuesday, February 26th at 6 PM. The two agenda items will be the budget and the fundraising letter.

Adjournment

The meeting was adjourned at 10 PM on a motion by Ms. Muldoon; seconded by Mr. Castiglioni. The next regular meeting will be held on Tuesday, March 12, 2002.

Respectfully submitted,
Cynthia Diminture
Cynthia Diminture

Robbins Library Board of Trustees
February 26, 2002

Call to order

The meeting was called to order at 6:05 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Lawrence, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud and assistant director Cindy Diminture.

Fundraising letter

The fundraising levels for the business solicitation will remain the same as last year. A discussion took place regarding to whom the solicitation should be sent. Ms. Loud has a list of last year's existing businesses obtained from the Town Clerk's office. This list will be reviewed. Ms. Ruderman will investigate new businesses to include.

Author program

The trustees author program with Ruth Foster will take place on Wednesday, April 3rd at 7:30 PM. The Globe-Pequot bookstore only has nine copies of the book available. Trustees instructed Ms. Loud to purchase all of the available copies, to sell at the author event.

FY2003 budget

The town's expected budget deficit will result in cuts to the library budget. Ms. Loud discussed with the trustees areas of potential cuts.

Adjournment

The meeting was adjourned at 7:05 PM on a motion by Ms. Muldoon; seconded by Ms. Lawrence. The next meeting will take place on March 12th at 7:30 PM.

Respectfully submitted,

Cynthia Diminture

Cynthia Diminture

Robbins Library Board of Trustees
February 26, 2002

Call to order

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Fundraising letter

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FY2003 budget

The town's expected budget deficit will result in cuts to the library budget. Ms. Loud discussed with the trustees areas of potential cuts.

Adjournment

The meeting was adjourned at 7:05 PM on a motion by Ms. Muldoon; seconded by Ms. Lawrence. The next meeting will take place on March 12th at 7:30 PM.

Respectfully submitted,
Cynthia Diminture
Cynthia Diminture

Trustees

~~Friends~~ meeting - Feb. 26, 2002

- Call to order @ 6:05

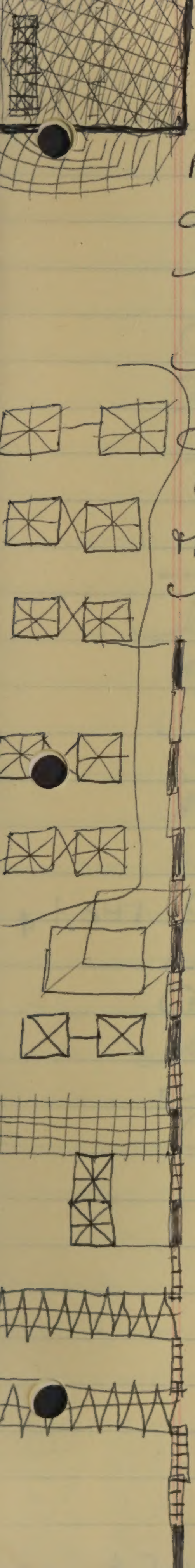
- Fund-raising letter — Funding levels remained the same as last year. To whom should the Solicitation be sent? Mrs. Hould has a list from the Town Clerk's office. Ms. Ruderman will look for new businesses to include. We will review the "old" list.

- Author programs - The Friends of the Library will Co-sponsor with the Arlington Family Connection. They will make the initial contact and I will call him to discuss the sale of books.

Arlington family Connection

books: Call him about selling

Ruth Foster's books - there are only nine available for purchase. The trustees instructed Mrs. Hould to obtain all of these for sale. (Wed., April 3rd)



F/2003 Budget - The town's budget deficit will result in budget cuts for the library. Amounts and types of cuts have yet to be determined.

Other revenue sources were discussed. If fines were raised, would the library be able to keep some of the increase? Also, how about charging for videos?

Jay Kaufman - representing 4 precincts in Arlington (with re-districting)

Meeting adjourned @ 7:05 PM by Ms Muldoon; 2nd ed by Ms. Lawrence

Trustees meeting - Feb. 13, 2002

7:35 - Meeting called to order. Attending were: Joyce Radochia, David Castiglioni, Barbara Muldoon, Katharine Lawrence + Susan Rudelman. Also attending

- Finance Committee liaisons - FY2003 budget - George Kocur and Mary Margaret Franclemont discussed budget projections. there is a 2.9 m shortfall in the town caused by a # of factors (such as uncertain State aid reimbursements)

$1,547 Applying a formula, our budget would be about $1,547, which is approximately $75,000 less than requested. The liaisons met with Ms Lord, identifying 4 areas for cuts:

- materials budget request by $7,000 (not a cut from the previous budget)
- overtime - to 13,500 from the requested increase
- Technology asst. - $17,000
- $2,249 library page increases

Include this?

this approximates $28,000. This may not be a final cut. A formula will be defined for deeper cuts, if those are necessary.
Trustees asked questions and agreed that Trust funds might have to absorb more of the materials budget and forego some of the staff development. State aid qualifications and de-certification issues were brought up.
If the cuts necessary are $70-80,000, this would require layoffs.
One option for the town, perhaps unrealistic, is an override for the operating budget.

The liaisons suggested contacting reps. + state senators to lobby for keeping state aid (local aid) intact.

Ms. Loud apprised the trustees that a special meeting may need to be scheduled to prepare possible cuts on a priority schedule.

— Approval of minutes on a motion by Ms. Lawrence; seconded by Ms. Muldoon. (Jan. 8th)

Joanne Robinson
Belle Fitzgerald
Garden Club

-Author program - Ms. Lawrence tracked down 24 copies at the Globe Pequot Press. She is not sure if unsold copies can be ret'd. The Trustees are not sure who will be doing the introduction, if not Jim Margilli, then Joyce Radochia. An honorarium will be offered ($250). The larger list of author possibilities will be discussed.

- Friends of the Library update - The Revere Beach memories program was popular. Pat Thomas will speak on March 15th about her book on the search for an AIDS vaccine.

If enough actors can be found, a murder mystery fundraiser will be held in May.

- Fundraising update - $6,910 received to date. Ms. Lord recommends that we hold this until FY003 because it will be needed.

Susan drafted a letter to the

businesses. Ms. Ruderman motioned that the fundraising levels remain the same as next year; seconded by Ms. Lawrence. Discussion ~~[illegible]~~ took place about the down side to doing this in this year's economy. Keeping the levels the same could result in a smaller # of donations. If the levels are lowered, donors from last year may remember this + realize they gave more during the previous year.

In favor - 1 → motion defeated
Opposed - 3

envelopes with donor levels

Barbara - Why not a personalized list
Susan - would need to be a small list if you want individual letter very time Consuming

A ~~motion was made~~ suggested by Ms Ruderman that a new letter would be re-drafted and approved at the next special meeting.

—annual report for public—

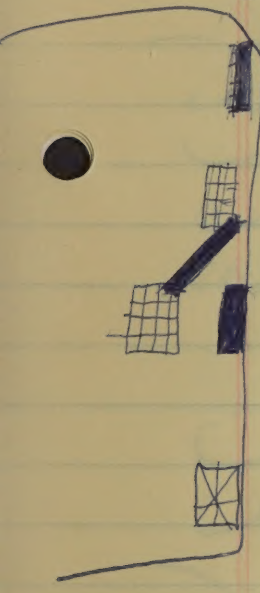
—sign language interpreter—

for sign language
interpreters
for library programs

Ms. Loud passed along comments from Frank Murphy who was not in attendance. If any money is needed, Ms. Loud suggested that a small amt. of money ($400) be ~~set aside~~ transferred from the Trust funds (maybe from the public relations line) as a Contingency fund — Moved by Ms. Muldoon. 2nded by Ms. Lawrence. Unan.

{Arlington Community ed.}

A policy should be developed for the future as a guideline and also to protect us. ~~in the future.~~



— Update on sing-alongs — Two sessions for the spring registering extra people per session because there is usually a 25% no-show rate. At least 50% of the new registrants did not attend the previous program.

— Space planning — Ms. Loud suggests that much of this needs to go on hold pending resolution of funding crisis upcoming. Some items are more immediately important such as the new lighting to perhaps be reimbursed by NSTAR. Discussion

will continue at the March mtg.

RIF—staff is recommending that we do not continue this with the schools. The rules are very restrictive and no longer has any connection to the library. Ms. Ruderman would like a final review of the RIF rules before we decide to dissolve the program.

— Robbins Print Collection. J. Bergquist came on 4 occasions & has finished his work. Nancy has a prelim reports. He identified 7 items of value of those that were to be loaned out ($300 — 1,000) An accessionist has been hired to work the next 2 months. Nancy will report on his progress at the March Trustee Meeting.

ASSUM
MON
PSC
DOWL

Prints will be loaned to 4 schools:

Assumption College
Monserrat College of Art
Plymouth State College
Dowling College—NY

Ms. Lawrence made a motion to authorize payment for

Jeremy McDonald; seconded by Ms. Muldoon. Unan.

- other - Lib. Legislative Breakfast is in Winchester on Friday, March 1st 7:30-9. Trustees encouraged to attend.
Wed., April 10th - Library Legislative Day at the State House.

- other - request for the use of the Community Room for a Piano Festival (for piano teachers & students in Arlington). A motion was made by Ms. Lawrence not to allow the piano festival; 2nd-ed by Ms. Riedelman. Unan. This would retain the policy as it exists.

[redacted] The next regular meeting will take place on Tuesday, March 12th.

The "extra" meeting will take place on Tuesday, Feb. 26th at 6PM (on agenda will be the budget and the fund-raising letter)

Ms. Muldoon made a motion to adjourn @ 10 PM; 2nded by Mr. Castiglioni.

Robbins Library Board of Trustees
January 8, 2002

Call to order

The meeting was called to order at 7:35 PM. Attending were trustees David Castiglioni, Patricia Deal, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Katharine Lawrence was absent. Also attending were library director Maryellen Loud and assistant director Cindy Diminture.

Approval of minutes

There was a minor addition to the minutes of the December 11th meeting. The time (7:30PM) was added to the sentence regarding the spring author program. The corrected minutes were approved on a motion by Mr. Murphy; seconded by Ms. Muldoon. Passed unanimously.

Communications

1. Ms. Loud received a postcard from a patron asking to have Internet filtering software installed on all of the library's public computers and requesting to be apprised of the library's filtering policy and procedures. Ms. Loud will send a reply.
2. Steven Ratiner called the director with a proposal for a program series entitled "In Your Own Words" which is a writing workshop for dealing with the events of September 11th. This program has been conducted at the Boston Public Library where it was enthusiastically received and will take place at all of its branches. One of the presenters will be Marilyn Zuckerman of the Arlington Center for the Arts. At the suggestion of the Board, Ms. Loud will contact Mr. Ratiner to firm up the details. Ms. Deal made a motion to support the program proposal; seconded by Ms. Ruderman. Approved unanimously.
3. A letter was received by Ms. Radochia from Alfred Koumans regarding the library's sponsorship of local author programs. Ms. Radochia will respond.
4. A reporter for the Arlington Advocate called Ms. Loud for information on how the reduction in state aid payments will affect the library. There will be a reduction of $4,000 which will impact FY2003.

Fundraising

Fifty-four donors responded to the annual solicitation with donations of approximately $6,000. Ms. Ruderman suggested that the trustees conduct a large-scale business solicitation in late February/early March. She will draft a letter and also review the business donor list.

Author program

Ruth Foster is scheduled to speak on April 3rd at 7:30 PM. Her book is not widely available for purchase, but is still in print. Suggestions were briefly entertained for a fall speaker. Ms. Loud will contact Sue Miller concerning her availability. Other possibilities are Perri Klass, Mameve Medwed and Vicki Croke. Ms. Loud will also review a previously compiled "suggestions" list.

FY2003 budget update

Ms. Loud distributed the Town Manager's budget recommendations which are being forwarded to the Finance Committee.

Space planning

Ms. Loud will meet again with the Adult Services staff to make certain that they understand the ramifications of the proposed office layout. Cost estimates will be pursued.

Report of the trust fund liaisons

Ms. Muldoon reported on the status of the general trust funds. Mr. Murphy inquired about the possibility of including an "encumbered" column on the twice-yearly reports. Ms. Loud will work with the library's bookkeeper and all staff placing orders to accomplish this. Mr. Castiglioni gave his report on the Russell Fund, which shows $22,292 spent out of a total budget of $35,329. This leaves $13,037 remaining for this fiscal year.

Mid-year evaluation of trustee and administrative goals and objectives

The trustee goals are on track; no changes were made. Ms. Loud reviewed with the Board the administrative goals and noted activities that will not be able to be accomplished due to a lack of funding. Other items are on schedule and many

are ongoing. New sections were added to the document to cover goals, objectives and activities relating to :1.The building 2.Technology.

Annual report

The trustees reviewed a draft of the annual report written by Ms. Loud. Some changes in syntax were suggested. Ms. Ruderman thought that breaking the text into a larger number of paragraphs would ease readability. Ms. Loud will revise.

Security

There will be a greater review of library security at the next meeting.

Adjournment

The meeting was adjourned at 10 PM on a motion by Ms. Deal; seconded by Ms. Ruderman. The next meeting will be held on Wednesday, February 13, 2002.

Respectfully submitted,
Cynthia Diminture
Cynthia Diminture

Trustees meeting - Jan. 8, 2002

attending — Barbara Muldoon, Joyce
Radochia, David Castiglioni, Susan
Ruderman, Patricia Dial &
Frank Director Maryellen Loud & Ass't.
Murphy Director Cindy Diminture Mtg.
7:35
└ called to order at

of Dec. 11 meeting
Minutes - addition - Spring author
program [@ 7:30 PM]
Minutes were approved on a motion
by Mr. Murphy; seconded by
Ms Muldoon. Passed unan.

Communication
— Letter from Dr. Alfred Kouman
re: his desire to do a program here
at the Robbins & his disappoint-
ment at not being allowed
to do so. Trustees wanted to
send him a letter conveying a
clarification, written by the
Director. (and also that his
request was forwarded to the
Friends previously) [There
may be a possibility of a joint
sponsorship of a program with
the Arlington Children's &
Families Group]

"In your own words"

- Program proposal by Steven Ratiner to do a workshop (writing) at the library, working through people's feelings re. the events of Sept. 11th. This program has been successfully received at the BPL and will now be done at all of their branches. Marilyn Zuckerman of Arlington Center for the Arts would be involved. The proposal is for a series (2-3 weeks) near the end of February. The Trustees agreed to co-sponsor and we would promote from their generated press release. Ms. Rould will contact Mr. Ratiner to nail down the details.

Ms. Deal motioned to support the proposal; seconded by Ms. Ruckelman. Approved unan.

- Postcard rec'd. from a patron asking the library to filter all library computers and to reply to her regarding what our filtering procedure is.

- Call from Advocate reporter re: reductions in state aid & how

its will effect the library. there will be a $4,000 reduction which will have some impact in FY2003 (which has not yet been decided)

Fund raising - 54 donors responded with about $6,000 in donations.

Business solicitation - Susan Ms. Ruddiman suggests doing a larger business solicitation in Feb. March

↓

Ms. Ruddiman will draft the letter. She will also review the business list to decide who to send to.

Unsolicited donors - single donations should not warrant being placed on a donor list. However, if somebody re-appears, they could be added

Author program - Ruth Foster - the book is not widely available, but we could buy as many copies as are available.

Sue Miller was suggested as

a possibility for fall. Ms. Loud will also go through the old "suggestions" list. Perri Klass & Maxine Medewed were other suggestions as was Vicki Croke.

FY2003 budget update — Salary figures are inaccurate because it does not include increases for Collective bargaining.

The Finance Committee has not yet reviewed the budgets. They are currently in the hands of the Board of Selectmen.
Manager has recommended an increase for the pages and the position of Technology Assistant. He is not recommending Saturday hours during the summer.

Space planning - Ms. Loud will meet again c̄ the adult services staff to make sure that they understand ramifications of the new layout. Cost estimates will be pursued.

- Report of Trust fund liaison - Ms. Muldoon reported on the status of the trust funds.

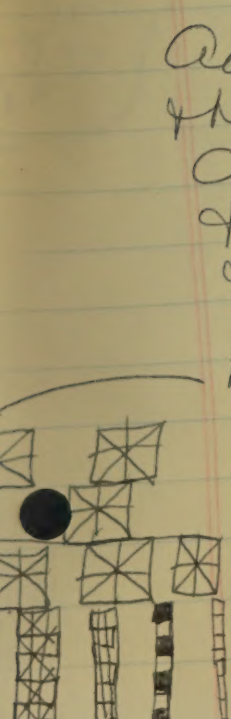
Mr. Murphy requested the inclusion of an "encumbered" column on the twice-yearly reports.

-Report of the Russell Fund liaison- Mr. Castiglioni gave this report which shows $22,292.93 spent out of a total budget of $35,329. This leaves $13,036.07 remaining to be spent. This fund report could also benefit from an "encumbered" column.

-annual mid-year evaluation of trustee & administration goals & objectives

Trustee- All on track; no changes made.

Administration - Ms. Todd reviewed these with the Board and noted activities that will not be able to take place. other items are on track and many are ongoing. new pages were added to cover goals, objectives & activities relating to: ① the building ② Technology



Annual report - Tenses should be past, rather than present.
Ms. Rudelman suggested making more paragraphs to increase the ease of reading.

- Security - there will be a greater review of this at the next meeting. Panic buttons were again suggested.

- Director's report -

Next meeting - Wednesday, Feb. 13th

send press release to advocate for WWW

Ms. Deal motioned to adjourn; seconded by Ms. Rudelman. @ 10 PM.

Robbins Library Board of Trustees
December 11, 2001

Call to order

The meeting was called to order at 7:35 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Lawrence, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud and assistant director Cindy Diminture.

Approval of minutes

The minutes of the November 13th meeting were approved as written on a motion by Ms. Lawrence; seconded by Ms. Ruderman. Passed unanimously.

Spring author program

Ms. Lawrence spoke to Ruth Foster, who has agreed to speak on Wednesday, April 3, 2002. She is a gardening columnist published in the Boston Globe as well as the author of *Landscaping that Saves Energy and Dollars.* Ms. Ruderman suggested that Representative Jim Marzilli introduce the author since he is an advocate of urban @ 7:30 PM gardens. Ms. Deal will ask him to do this. Ms. Deal also brought up again the possibility of a mixed-topic author panel program for a future event. Trustees will bring suggestions of authors to discuss at the next meeting.

Update on Friends of the Library

Ms. Diminture updated the board on the status of the activities of the Friends of the Robbins Library. The annual Town Day book sale was a great success and the ongoing book sale is in a state of transition as a new volunteer takes over the maintenance duties. The Friends gave gifts of over $5,000 to the Robbins and Fox libraries for supplemental materials and equipment. The Friends had a successful collaboration with the Arlington Human Rights Commission on the author visit by Henry Louis Gates. Two upcoming Friends' programs are *Revere Beach Memories* on January 30th and an author program with Pat Thomas discussing her book about a search for the AIDS vaccine on March 13th. A spring fundraising event is also under consideration. There is interest in having both trustees and Friends set out calendars of activities as early as possible so that each can plan around the other's programs.

Fundraising letters

Approximately 330 letters were mailed to donors from previous library fundraising campaigns. An additional solicitation will be made to some new homeowners.

Update on FY2003 budget

Ms. Loud recently attended a meeting of town department heads with the Town Manager. A discussion took place about expected budget deficits but no actual amounts are yet known. Mr. Farrington will meet individually with each department head before making his recommendations. The state legislature decreased the state aid budget by 7% so our award will be reduced from last year's.

Architects' presentation/space plans

Architects from the firm of Butler/Bennett Architects met with the board and gave a presentation on their space plan proposals for the Adult Services workroom, the reading room and the lobby area. Trustees were able to study the plans, view the areas and have questions answered. The consensus of the board was that Ms. Loud should move forward and pursue cost estimates.

Adjournment

The meeting was adjourned at 10:15 PM. The next meeting will take place on Tuesday, January 8th at 7:30 PM.

Respectfully submitted,

Cynthia Diminture
Cynthia Diminture

Robbins Library Board of Trustees
December 11, 2001

Call to order

The meeting was called to order at 7:35 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Lawrence, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud and assistant director Cindy Diminture.

Approval of minutes

The minutes of the November 13th meeting were approved as written on a motion by Ms. Lawrence; seconded by Ms. Ruderman. Passed unanimously.

Spring author program

Ms. Lawrence spoke to Ruth Foster, who has agreed to speak on Wednesday, April 3, 2002. She is a gardening columnist published in the Boston Globe as well as the author of *Landscaping that Saves Energy and Dollars.* Ms. Ruderman suggested that Representative Jim Marzilli introduce the author since he is an advocate of urban gardens. Ms. Deal will ask him to do this. Ms. Deal also brought up again the possibility of a mixed-topic author panel program for a future event. Trustees will bring suggestions of authors to discuss at the next meeting.

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Adjournment

The meeting was adjourned at 10:15 PM. The next meeting will take place on Tuesday, January 8th at 7:30 PM.

Respectfully submitted,

Cynthia Diminture
Cynthia Diminture

Trustees mtg. - Dec. 11, 2001

- Meeting called to order @ 7:35 PM.

- Approval of november minutes - approved as written on a motion by Ms. Laurence; seconded by Ms. Ruderman. Passed unan.

- No Communications
- No Community time

april 3rd

- Author program - Ruth Foster will speak on the 2nd. after Easter, but her book may not be in print. Ms. Ruderman suggested having Jim Marzilli introduce the speaker, since he is an advocate of urban gardens. Ms. Neal will ask him. Ms. Neal also brought up the ~~topic~~ subject of a mixed-topic author panel program (for a future program). Trustees should bring suggestions of authors to talk about at the next meeting.

april 3rd

Landscaping that saves energy + dollars - check availability

M Hist. Soc. may have copies

- Friends update - The trustees want to set out a calendar for six months & also find out about activities in town so that we can coordinate schedules.

Nema- New England Museum Assoc.

Fund-raising letter - Letter went out in the mail last Monday (330)

3 houses sold for 600,000 over

Ms. Ruderman selected a list of homeowners who purchased houses in Arlington during the last 2 years for $600,000 or more. The Trustees want to send a solicitation letter to them. We will mail merge and send.

Budget - There was mtg. of town dept. heads c̄ the town manager. There is a budget deficit expected, but no amts are known. No guidelines were given for budget cutting. The manager will meet c̄ each one individually to discuss how budgets were created. Some things that will impact are: State leg. Gave BPL an

increase as library of last resource but made other cuts, including a 7% cut in state aid payments and a reduction in money for regional library systems (staff training, delivery, netlender reimbursements) 2003 is expected to be bad, with 2004 even worse, potentially.

— Director's report - (Oct. + Nov.)-

other - none

Presentation by architects

Next meeting — January 8th 7:30 PM

Robbins Library Board of Trustees
November 13, 2001

Call to order

The meeting was called to order at 7:37 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Lawrence, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud and assistant director Cindy Diminture.

Approval of minutes

There was a correction to the minutes of the October 10, 2001 meeting. In the second last line of the CIPA paragraph, the word "be" should be "to". The corrected minutes were approved on a motion by Ms. Deal; seconded by Mr. Murphy. Passed unanimously.

Communications

A memo was received from Osee Mallio and Judi Paradis regarding an upcoming author program at the Ottoson Middle School. Trustees are invited to attend.

FY2003 Budget

Ms. Loud distributed a request worksheet and a budget narrative statement. At Ms. Ruderman's suggestion, the "accomplishments" list was re-ordered to group together similar items. Also, new initiatives were added to correspond to the request for a Technology Assistant position, at the suggestion of Ms. Deal. There was a consensus of the board that the revised budget statement should be submitted to the Town Manager's office.

Author program

The program with Ellen Goodman and Patricia O'Brien was very successful, with over two hundred attendees and all books sold. For the next program the trustees are interested in inviting Ruth Foster, Boston Globe gardening columnist. Ms. Lawrence will arrange the speaker and check her references. A suggestion was made to have Jim Marzilli introduce her, since he is involved in urban gardens projects. Ms. Loud suggested that, at a later date, the trustees could host a local authors program, which could showcase 6-8 authors speaking on a variety of topics.

Publicity for library web page

Discussion took place about ways to publicize the library's new web site, which will be publicly available soon. Some suggestions were for high quality bookmarks, an article on the town web site, flyers to mailings lists for Friends and program attendees, and a post-card announcement in a bright color. A reminder was given to link to the page from the town's web site. A suggestion was made to include the web site address on the return address of library notices, if this is possible.

Fundraising letter

Ms. Ruderman submitted two versions of a fundraising appeal letter and the trustees chose one. Ms. Loud will edit it to fit on one page. Library administrative office staff will prepare the mailing. Trustees will sign and the solicitation will be in the mail by December 1st.

Space planning

The lobby area currently has placeholders where the proposed vertical display units would be located. At the December meeting, the architects will do a presentation to the trustees regarding the lobby, reading room and Adult Services workroom areas.

Attendance at sing-alongs

The Tuesday morning sing-along program has become so popular that the capacity of the meeting room is being exceeded. Solutions were discussed, including restricting the program to Arlington residents, alternating sessions every other week, doubling the sessions, which would cost additional money, or finding an alternative location. The Rogers-Pierce Children's Center, the Boys Club, the town hall and the Unitarian Church were suggested as possibilities. No action was taken.

Parking

Always a problem, this issue has been raised again recently. Ms. Loud stated that in the past she has carefully monitored the parking and there is little abuse. Several alternatives were discussed. The trustees thought that a larger sign for "library parking" could be an immediate remedy. Long-term solutions are elusive.

Community Room regulations

Ms. Loud suggested firming up procedures and policies for meeting room usage. Once per year, each group using the room(s) will have to re-register, list a contact person who will be responsible for the group/room and will be given another copy of the rules of usage.

Outline of annual report

An outline was proposed and accepted.

Robbins Print Collection

Jim Berquist visited and agreed to do the updated appraisal during the month of December, which is a slow time for him. Nancy Gentile will continue to seek out an accessionist.

Director's report

Ellen Porretta has been hired as the new bookkeeper and has begun work. She was selected from a large group of candidates. The web instruction classes given by the reference department have been lengthened by fifteen minutes to include the periodical and reference databases. The Spanish fiesta program was highly successful with twelve hundred people in attendance. Patrons can now reserve feature film videos.

Adjournment

The meeting was adjourned at 9:50 PM on a motion by Ms. Deal; seconded by Ms. Lawrence. The next meeting will take place on Tuesday, December 11th at 7:30 PM.

Respectfully submitted,

Cynthia Diminture

Cynthia Diminture

Trustees mtg. - November 13, 2001

Meeting called to order @ 7:37 PM

Attending were Patricia Deal, Katharine Lawrence, Frank Murphy, Joyce Radochia, Susan Ruderman, David Castiglioni

Minutes of the Oct. 10, 2001 mtg. - typo on the 3rd page. In the 2nd last line of the CDPA paragraph, the word "be" should be "to". Motion to approve as corrected on a motion by Ms. Deal; seconded by Mr. Murphy. Passed unan.

Communications -

Memo from Rose Mallio & Judi Paradis regarding upcoming author program @ Ottoson Middle School. Trustees are invited to attend.

FY2003 Budget - Ms. Loud distributed a request worksheet and a budget narrative statement.

- "Accomplishment" section was re-

worked to group together types of items. Also, new initiatives were added to correspond to the request for a Technology Assistant. There was a consensus of the Board to accept the FY2003 budget statement, as revised, should be submitted.

- Author program — was extremely successful, with over 200 participant and all books sold.
 For the next program, the trustees want to invite Ruth Foster (Boston Glo gardening Columnist) a suggestion was made to have Jim Marzilli introduce her (he is involved in urban gardens projects). Kathy Lawrence will arrange the speaker & Check out references. Ms. Lord suggested having a local authors program, which could showcase 6-8 authors on different topics. (with no payments, just the exposure)

- Publicity for library web page — suggestions were made to ① make a link from town web site or

town-on line site. ② book marks ③ article on town web site, introducing it ④ flyer sent to mailing list people ⑤ post-card announcement in a bright Color.

URL for return address on notice printing

— Fundraising letter - Ms. Ruderman wrote 2 versions of a letter. A suggestion was made to round up numbers used in the letter (reference questions, items circulated, etc.) Trustees wanted the letter to take up only one page. Ms. Loud will re-work.

Mail to entire mailing list, as well as the program attendees list. Susan will also make a list of people who have bought property of over a particular price range, this list will have to be de-duped with the fund-raising list.

— Space planning — Lobby area has place holders where vertical display will go. At the Dec. meeting, the architects

will do a presentation, esp. about ~~putting~~ re-locating the new books to the Reading Room.

—attendance at sing-a-longs—
Sing-alongs have become so popular that the Capacity of the Community Room has been exceeded and we are violating fire Code. Suggestions were made: double the sessions, which would cost extra money, alternate sessions, restrict programs to only Arlington residents. The Rogers-Pierce Children's Center gym was suggested as an alternative venue, as was the town hall & Unitarian Church.

Tot Stop is closing in March

—Parking concerns— This issue has been raised in town again recently. An immediate remedy might be a larger sign.

—Community Room regulations—
Once per year, each group using the meeting room would have to re-register, state a Contact person and receive another Copy of the rules.

-Annual report for the town - an outline was proposed and accepted

- Print Collection - Jim Berquist visited and agreed to do ________ for "a few thousand dollar's during the month of December, a slow time for him. Nancy Gentile will still look for an accessionist.

- Director's report -

Ellen Porretta has been hired as the new book keeper and started last Thursday. There was a large crop of Candidates. Web Classes have been lengthened by fifteen minutes to include periodical databases. The Spanish fiesta was hugely successful (about 1200 people). Feature film videos may now be reserved.

Next meeting - Tuesday, Dec. 11 @ 7:30 PM.

Meeting adjourned at 9:50 PM on a motion by Ms. Neal; seconded by Ms. Lawrence. Passed unan.

Robbins Library Board of Trustees
October 10, 2001

Call to order

The meeting was called to order at 7:30 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Lawrence, Frank Murphy and Susan Ruderman. Barbara Muldoon was absent. Also attending were library director Maryellen Loud, assistant director Cindy Diminture and Nancy Gentile, Head of Adult Services.

Approval of minutes

The minutes of the September 18, 2001 meeting were approved as written, on a motion by Ms. Deal; seconded by Mr. Castiglioni. Passed unanimously.

Communications

1. Ms. Loud apprised the trustees of a problem situation with a patron.
2. Mr. Castiglioni reported that a check for $2,555.88 was forwarded to the town treasurer as the net income of the Elbridge Farmer Trust Fund for FY2001. This is approximately $450 less than the income from the previous fiscal year. A copy of the corresponding annual report was also sent.

Advocacy workshop

Ms. Loud and Mr. Murphy reported on a workshop that they attended on the subject of Library Advocacy. Michael Dukakis was the keynote speaker. Mr. Murphy spoke favorably about the program, which emphasized how libraries could get their message out to state and federal legislators involved with library funding. One area of focus was construction funding which is of importance because many local libraries are still awaiting renovation or additions. A packet entitled “How to Communicate with Congress” was distributed and is available in the director’s office.

Robbins Print Collection

Nancy Gentile gave a report on the status of the Robbins Print Collection project and particularly on locating a consultant to appraise the collection for insurance purposes. A representative from Skinner came on October 1st who looked mostly at the cataloged portion of the collection. Skinner's method is to skim each box while checking for valuable items. The representative suggested that the 1991 appraisal done by Jim Berquist could still stand, with updated prices. Ms. Loud has written to Mr. Berquist requesting his services. If he cannot perform the work, he will be asked to provide a recommendation. The trustees thanked Ms. Gentile for her presentation.

FY2003 budget requests

Ms. Loud distributed a spreadsheet showing figures in the following categories: FY01 Budgeted, FY01 Expended, FY02 Budgeted and FY03 Requests. Also shown were the differences (both money amounts and percentages) between FY02 and FY03. The trustees expressed their support of the FY2003 requests, which will be presented to the Town Manager's office. Ms. Loud will prepare the accompanying budget narrative.

Fundraising

Ms. Ruderman discussed a potential fundraising campaign for this year. She believes that raising funds may be more difficult this year based on the world and economic situations. Her recommendation is for a smaller scale, more targeted appeal to individual donors as well as large corporate donors, but to delay the remainder of the business campaign until the beginning of 2002. A suggestion was made to give potential donors a list of specific items or collections that their donations could increase or make possible. The trustees will plan to have donor letters mailed by December 1st.

Author program

Publicity for the program featuring Ellen Goodman and Patricia O'Brien will be sent to several media sources. A flyer has been made and will be available in the library and mailed to Friends and program attendees mailing lists. The Friends will take care of the paper goods. Ms. Deal and Ms. Radochia will obtain floral arrangements. Ms. Radochia will introduce the speakers. Books will be available at the program for sale and autographing.

Hardcover books will cost $20 and paperbacks will be $10. A check of the town hall sound system will be made a day prior to the program.

CIPA

The Children's Internet Protection Act is legislation specifying that all public computers in libraries need to have filtering software in order for the libraries to receive e-rate reimbursements and funding through the Library Services and Technology Act (LSTA). The American Library Association has filed a court challenge to the constitutionality of this bill, which will have a hearing on February 14, 2002. The Minuteman Library Network has voted not be to apply for grant money based on the conditions of this legislation. A motion was made by Ms. Lawrence; seconded by Mr. Murphy to support this decision. Passed unanimously.

Adjournment

The meeting was adjourned at 9:30 PM on a motion by Mr. Murphy; seconded by Ms. Ruderman. The next meeting will take place on Tuesday, November 13th at 7:30 PM.

Respectfully submitted,

Cynthia Diminture

Cynthia Diminture

Trustees meeting - October 10, 2001

Meeting called to order @ 7:30 PM
Attending were: Pat Neal, Joyce Radochia, David Castiglioni, Frank Murphy, Katharine Lawrence. Also attending were Director Mary-ellen Houd

Minutes of Sept. 18th meeting - Approved on a motion by Ms. Neal; seconded by Mr. Castiglioni. Approved unan.

asst. Director Nancy + Y.A. Director Cindy Dimintuire Gentile, Head of adult services

Communications - ① Ms. Houd apprised the trustees of a problem situation with a patron.

② Mr. Castiglioni - A check for $2,555.88 was forwarded to the town Treasurer as the net income of the Elbridge Farmer trust fund for FY 2001. A copy of the corresponding annual report was also sent. This is approx. $450 less than the income from last fiscal year (approx. $3,000)

2555.88 net income E.F trust fund

mutual fund pd. less dividends

Advocacy Workshop — Maryella + Frank attended.
how to get library message out to political mainstream involved in funding
packet on "How to Communicate With Congress" — available in new office —
Frank reviewed agenda
Michael Dukakis was keynote speaker
Mr. Murphy spoke favorably about the program which emphasized advocating on a federal + state level. one focus was Construction funding, since many local libraries are still awaiting renovation or addition,

nancy Gentile

— Robbins Print Collection — a rep. from Skinner came on Oct. 1st who looked mostly at the cataloged portion of the collection. Skinner's method is to skim each box while checking for valuable items. She suggested that the 1992 appraisal (Jim Berquist) could still stand, with some updated prices. She could do an appraisal of prints to be loaned to the art schools at $800 per day. This could take 5 months. An alternative solution is for an appraiser to select some prints for Skinner to go

Fine Arts
Risk Management

(for all events other than nuclear war)

through. Nancy also called Fine Arts Risk Management to discuss insurance. Basic Ins. would cover ~~all prints, those loaned & kept.~~

A letter was written to Jim Bergquist, requesting his services on any level. Ms. Lould will do a follow up call this week. If he cannot do, he will be asked for a recommendation.

the prints that stay here. For those being loaned, we would need to negotiate with the schools regarding which party would pay the insurance premiums.

Ms. Lould suggested that costs could be obtained on making an attic climate-controlled. These costs could be measured against the costs of long-term offsite storage.

Trustees thanked Ms. Gentile for her presentation.

FY2003 Budget request –

Ms. Lould presented a spreadsheet with figures for FY01 Budgeted, FY01 Expended, FY02 Budgeted, FY03 Request and the difference

Expenses-
(both money amts. + percentages) between FY02 + FY03)
The budget (the FY02 + request for FY03) will be presented to the Town Manager's office

Personnel- Presented were FY2002 approp. and FY2003 request and the differences.

A step plan for pages will be requested, or a cost-of-living raise as an alternative.

Do you want any of this in the minutes? if so which parts?

Overtime/moonlighters- an increase is being requested to cover the moonlighter component. The Custodial overtime is what eats up most of this category.

Summer Saturdays- a figure of $10,000 is being projected, but actual amounts will be subject to Collective bargaining.

Technology Assistant-

Ms. Loud with prepare the budget narrative and, if necessary,

will send it out to the Trustees before it is submitted to the manager.

Fund-raising -

Ms. Ruderman suggests that the fund-raising atmosphere may be difficult this year based on the world situation.

Personal donations may be the most promising.

Suggestions were made to name concrete items/collections that donors could fund.

videos- donations from video stores of "slightly used"?

Ms. Ruderman recommended that an appeal be made to the large business donors from last year

Chamber of Commerce list

(smaller scale, more targeted appeal)

a business Campaign could be postponed until January/February. (but do the personal donor campaign by December, to obtain the tax break)

{make personal letter topical & relevant regarding the world situation}

We should get letters in mail by December 1ST.

— Author program — Flyer is ready to mail for Ellen Goodman program. Many media sources will be approached. Churches could be mailed for bulletin boards.

Paper goods - Wendy
Floral Arrangements - Joyce + Pat

Ms. Ruckerman suggests soliciting donations of goods for the program.
Ms. Radochia will introduce the speaker.

Booksale

8.40 Pb 15.00 hard	} our Cost	
14.00 25.00	} list price	

We will charge $20 for a hardcover and $10 for the Pbs.

Things to Check are the seating arrangement and the sound system. A trial run will be done on Tuesday preceding or the previous week.

seating for both programs

CIPA - Childrens Internet Protection Act — Provision of this is that all public computers would need to be filtered to receive e-rate money and funding through LSTA.

ALA has filed a Court Challenge to the Constitutionality of this bill.

will be heard Feb. 14th

A motion was made by Ms. Lawrence; seconded by Mr. Murphy to support the decision of the MLN not to apply for grant money based on Conditions in the legislation. Passed unan.

Next Meeting - Tues, 11/13 @ 7:30

Meeting adjourned @ 9:30 PM on a motion by Mr. Murphy; seconded by Ms. Ruderman

Testing Web site - Susan, Barbara

Robbins Library Board of Trustees
September 18, 2001

Call to order

The meeting was called to order at 7:35 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Lawrence, Barbara Muldoon and Frank Murphy. Susan Ruderman was absent. Also attending were library director Maryellen Loud and assistant director Cindy Diminture.

Approval of minutes

The minutes of the August 14, 2001 meeting were approved as written, on a motion by Ms. Lawrence; seconded by Mr. Murphy. Passed unanimously.

Communications

Ms. Loud distributed a flyer inviting all trustees to a trustee orientation program on October 11th at the Bedford Public Library. Mr. Murphy is planning to attend.

Robbins Print Collection-Funding for Accessionist

The previously hired appraiser, Julian Taverner, has not returned any of Nancy Gentile's phone calls. So, on October 1st, a representative from Skinner's will come here to give a proposal for the appraisal. After consultation with the appraiser, the position of accessionist will be advertised. A bachelor's degree in art or art history will be required, preferably with a concentration in printmaking. The salary request will be funded by the Robbins Art fund. A motion was made by Ms. Muldoon; seconded by Ms. Deal, to approve a budget of $4,523 from the Robbins Print fund. Passed unanimously. A separate motion was made by Ms. Muldoon; seconded by Ms. Lawrence, to approve a budget of $12,029 from the Robbins Art fund, to include a sum of $7500 which was voted at the June meeting to be taken from the Robbins Print fund.

Review of WBUR Connections program

Mr. Murphy shared comments of his review of the audiotape of this program in which a Robbins staff member, Susie Neubauer, was a participant. A focus of the discussion was the roles and missions of today's libraries and how they have changed over the years. Mr. Murphy encouraged other trustees to listen to the tape and also recommended looking closely at the Robbins trustee goals and objectives to see how they align with points made in this program. Ms. Loud discussed with the trustees the

possibility of conducting a patron survey, focusing on the library collections rather than on the staff and buildings.

Approval of FY2002 trustee goals and objectives

3A – Correct this to read "Evaluate on an ongoing basis the level of library services systemwide including the correlation of library hours and patron usage." Ms. Deal made a motion to accept the amended goals; seconded by Ms. Lawrence. Passed unanimously.

Preliminary discussion of FY2003 budget

Ms. Loud gave an oral presentation about the proposed budget. She will cost out all items and present this at the next meeting. She plans to prepare a spreadsheet showing funding levels for various materials categories over the last several years.

Holiday closing schedule

A list of proposed closings was presented to trustees for the remainder of 2001 and 2002. Ms. Deal made a motion to accept the schedule as outlined; seconded by Mr. Murphy. Passed unanimously.

Author program

The author program, with Ellen Goodman and Patricia O'Brien, will take place on Wednesday, November 7th at 7:30 PM in the Town Hall auditorium. The author program subcommittee will meet in September for planning purposes. Ms. Muldoon volunteered to provide refreshments.

Calendar for trustee special projects

Traditionally, activities have not been attached in written form to the trustee goals and objectives. Discussion took place about the best way to formalize this process.

Review of space plans

More work is needed on the lobby area since the architects' plan did not fully address the specified needs. Ms. Loud will share photographs that she took of book display areas at the Framingham Public Library. Additional cost estimates are also needed for this area and the Adult Services workroom. These plans and their associated costs need to be prioritized with other building projects needing attention.

Staff workshop

Ms. Loud apprised the trustees of the possibilities for upcoming workshops and conferences for staff members. More detail will be provided at future meetings.

Adjournment

The meeting was adjourned at 9:40 PM on a motion by Ms. Deal; seconded by Mr. Murphy. The next meeting will take place on **Wednesday,** October 10th at 7:30 PM.

Respectfully submitted,

Cynthia Diminture

Cynthia Diminture

Trustee meeting 9/18/01

Meeting called to order @ 7:35 PM
attending; Joyce Radochia, Pat Neal, Frank Murphy, David Castiglioni, Barbara Muldoon. Katharine Lawrence.
Motion to approve the minutes of the Aug. meeting - Ms. Lawrence, seconded by Mr. Murphy. Approved as written.

— Communications.
— Flyer announcing a trustee orientation program on Oct. 11th at the Bedford Public Library. Mr. Murphy is planning to attend. Others are invited to register.

— Robbins Run collection — funding for accessionist. Julian Taverner has not returned any calls from Nancy Gentile. On Oct. 1st, a person will be sent from Illinois to give a proposal (he will spend about an hour)
10-20 hrs. month @ $14/hr. for 3 months
$ 3,360

We will advertise the position the week after the proposal. A Bachelors in Art or Art history will be required with a desire for a concentration in print making.

This request is being incorporated into funding requests for all Winfield Robbins + Circulating print collections. (these were deferred last month)

3,000 print fund to art fund

A motion was made by Ms. Muldoon to rescind ~~two votes from the June meeting change~~ the approve a budget of 4,523 from the Robbins print fund; seconded by Ms. Neal. Passed unan.

$12,029- art fund

4,523- print fund

A separate motion was made to approve a budget of $12,029 from the Robbins art fund to include

7500 $7500 previously voted at the June meeting (to come from Robbins print fund); seconded by Ms. Laurence. Passed unan.

— Review of WBOR Connections program — Mr. Murphy presented some comments from his review of the tape. The major

focus was the roles & missions of today's libraries and how they have changed. Mr. Murphy encouraged other trustees to listen to the tape. He recommends looking more closely at Trustee goals/objectives to see how they dovetail with points made in this program.

goals/
objectives

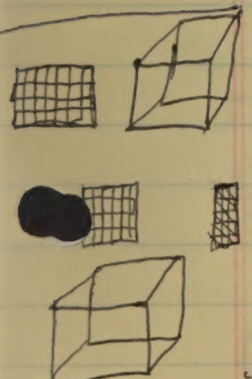
A discussion took place about conducting a patron survey, focusing on the collections rather than building or staff.

Susie-
blurb for
newsletter

- Approval of FY2002 Trustee goals & objectives -

3A- Correct- "Evaluate on an on-going basis". Delete "user survey".

Ms. Deal made a motion to accept these; seconded by Ms. Lawrence. Passed unan.



- Preliminary discussion of FY2003 budget - Ms. Hould presented a verbal proposal re: the budget. A spreadsheet will be given out at the next meeting showing funding

levels for different areas (esp. AV) over the last several years. The other topic was personnel:

- Reader's advisory
- Saturdays in summer
- Two more nights in C. Room
- More part-time YA hours

from goals for FY2002 (LRP)

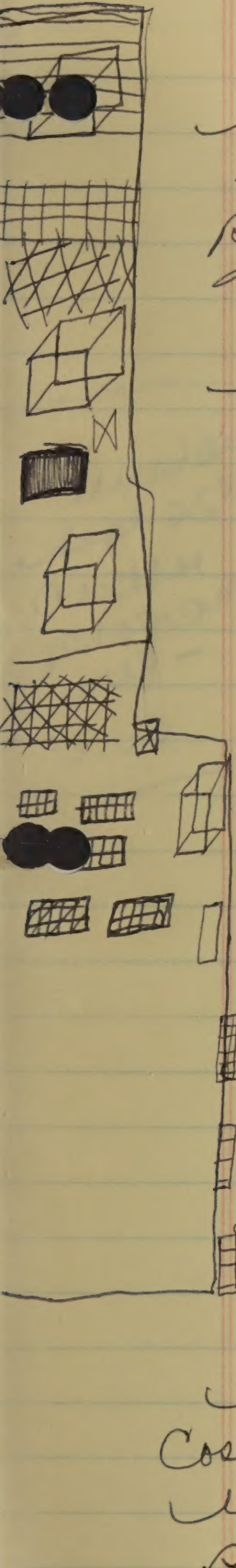
For FY2003:

Ms. Hould will cost out all items & present them at the next meeting.

Budget statement recommends keeping up of technology, a PR person

— Holiday Closing Schedule- a list of proposed closings was presented to trustees for the remainder of 2001 and 2002. Ms. Deal made a motion to accept the schedule as outlined; 2nd by Ms. Murphy. Passed unan.

— Author program- Ellen Goodman's program will take place at Town Hall. The author program sub-Committee will meet in Sept. (Wendy, Susan Webber and trustees) The location will



be Checked out in advance.
~~B~~ Ms. Muldoon volunteered to provide refreshments.
Mailing list for publicity?

— Town Day booth

— Calendar for Trustee special projects (activities to dovetail with Trustee goals + objectives) Discussed ensued about how to formalize this. Activities have traditionally not been attached to the goals/objectives.

Review of space plans—

Architects plan for the lobby did not really address our wants. Ms. Lord took photographs at the Framingham Library of their book display. They will cost out putting shelving in Reading Room to house the new book collection.

Costs these plans are being juggled with all of the other building projects that need work.

— Staff workshop — Ms. Lord apprised Trustees of the possibilities for workshops and conferences

next meeting - Wednesday, October 10th @ 7:30

Ms. Neal made a motion to adjourn, 2nd'ed by Mr. Murphy to adjourn @ 9:40.

Tuesday, Sept. 25th - author program mtg - 5:30

web site testers:

- Barbara
- Kathy

ROBBINS LIBRARY
founded in 1835

MEETING OF THE BOARD OF LIBRARY TRUSTEES

TUESDAY, SEPTEMBER 11, 2001
7:30 P.M.

7:30	Call To Order ✓
7:30-7:35	Approval of Minutes ✓
7:35-7:40	Community Time ✗
7:40-7:45	Communications ✓
7:45-8:05	Robbins Print Collection-Funding for Accessionist ✓
8:05-8:15	Review of WBUR-Connections Program ✓
8:15-8:20	Approval of FY2002 Trustee Goals and Objectives ✓
8:20-8:30	Preliminary Discussion of FY 2003 Budget ✓
8:30-8:45	Holiday Closing Schedule ✓
8:45-8:55	Author Program ✓
8:55-9:00	Town Day Booth ✓
9:00-9:10	Calendar for Trustee Special Projects ✓
9:10-9:25	Review of Space Plans ✓
9:25-9:30	Staff Workshop ✓
9:30-9:40	Director's Report ✓
9:40-9:45	Other
9:45	Adjournment

Robbins Library Board of Trustees
August 14, 2001

Call to order

New Chairperson Joyce Radochia called the meeting to order at 7:05 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Lawrence, Barbara Muldoon, Frank Murphy and Susan Ruderman. Also attending were library director Maryellen Loud and assistant director Cindy Diminture.

Approval of minutes

The minutes of the June 26, 2001 meeting were approved as written, on a motion by Ms. Deal; seconded by Ms. Ruderman. Passed unanimously.

Communications

1. Ms. Loud distributed a letter of invitation and flyer from Sunny Vandermark of the Metrowest Regional Library System and Jim Sutton of the Massachusetts Library Association regarding a workshop on Library Advocacy to be held in Marlboro on September 19th. The director and a representative of both the Trustee board and the Friends of the Library are invited to attend. 2. Ms. Diminture thanked the board members for their condolences on the death of her mother and for their personal donation to the Michael J. Fox Foundation for Parkinson's Research in her memory. 3. The Dallin Committee requested the use of the library Reading Room for a fundraising event. This was approved by the Town Manager, as a special circumstance, since this group is a town committee, appointed by the Selectmen.

Town Day booth

Trustees will once again staff an informational booth on Mass. Ave., assisted by Ms. Loud and Ms. Diminture. A free raffle will be held for $25 gift certificate to a bookstore. Ms. Lawrence will obtain the certificate.

Report of the FY2001 Russell Fund expenditures

Mr. Castiglioni reported that all but $11 of the Russell Fund allocation for FY2001 was expended. $46,000 was allocated and $45,989 was expended.

Review of the FY2002 Russell Fund allocation

Mr. Castiglioni reported that the net income figure provided by the Treasurer's Office is $35,329 this year. This is an increase from the previously voted budget of $30,780. After answering questions, Mr. Castiglioni made a motion to approve additional

funding of $4,549, amending the previous June vote; seconded by Mr. Murphy. Passed unanimously. The trustees commended Judi Paradis for her great work on the Russell Fund program and for her informative and entertaining report of the year's activities.

Author program

Ms. Loud contacted Thomas O'Connor and is still awaiting a reply. The publicist for Ellen Goodman was also contacted. She and Patricia O'Brien, the co-author of her book "I Know Just What You Mean", will be able to speak on Wednesday, November 7th. However, the trustees must agree to purchase 200 of the books, in lieu of an honorarium. Ms. Deal made a motion; seconded by Ms. Lawrence to allocate a sum of money not to exceed $2500 to secure Ellen Goodman as a program speaker. Passed unanimously. A program location will be decided at the next meeting. The town hall auditorium and the Senior Center are under consideration.

Ms. Loud shared a letter that she received from Catherine King, describing and recommending various programs that she has attended at other area libraries. Some of these have potential as Friends of the Library programs.

Approval of FY2002 trustee goals

2. Building program –Ms. Loud is exploring getting new front doors.
2A.Change the heading to "Building" from "Building Program". Reword the text to read "To insure that the facility continues to meet the needs of the community."
2B. Add the following sentence: "Re-evaluate space needs and modifications to the internal design."
3F. Change the wording to read "Continue to support programming and services for children and young adults."
3I. Add "Support the library administration's efforts to enhance the safety of the library environs for patrons."

Regarding volunteer appreciation, Ms. Ruderman suggested emulating the Museum of Fine Arts volunteer recognition efforts.

Ms. Muldoon requested the compilation of a staff directory with photographs, for trustees to become more familiar with staff members.

Report of the FY2001 trust fund expenditures

Ms. Muldoon reported that $32,000 was allocated last year. Of this, $26,000 was spent. The amount of $400 for PR personnel was not spent, nor was all of the money designated for staff development. Restricted fund categories not yet spent down are: Newsletter, circulating art prints, multicultural books and author program. No money was expended from the Symmes Aesthetic Fund this year.

Approval of FY2002 trust fund budget requests

Of the total requests by staff of $38,423, Ms. Muldoon recommends funding $33,406. Not funded this year were multicultural materials and microfilming. Money left from last year's allocation for French books will be used this year to purchase Spanish books. The funding for the YA summer reading program will be increased by $100. Allocation requests for children's kits and books on tape were cut by $100 each. There were some amounts carried forward from the staff development and public relations line items. $2800 was allocated in the staff development category this year. Expenses may be high due to a planned in-house workshop for staff and the Public Library Association conference in Arizona. Ms. Ruderman suggested that future requests for travel guides and test preparation books could be funded from outside fundraising (donations from travel agencies or publishers). A vote will be taken at the next meeting about amending the previous vote to hire a print appraiser with funds from the Robbins print fund. Ms. Muldoon recommends taking the money from the art fund instead. Ms. Deal made of motion; seconded by Ms. Muldoon, to approve the budget of $24,978 for trust fund allocations. This does not include the Robbins print collection request or carryover amounts from FY2001. Passed unanimously.

Update on several projects

Ms. Loud reported on the status of several projects in progress:

-Staff workshop – Ms. Loud has spoken to two consultants about doing a workshop for staff, possibly the Myers-Briggs. Costs will be presented at the September meeting.

-Space planning –This is still in progress. Ms. Loud visited the offices of the Board of Library Commissioners to see their arrangement. A quote will be obtained from W.B. Mason. The architects have proposed a layout of display furniture for the lobby, which the trustees will evaluate.

-Painting – Estimates will be obtained, especially for the areas of greatest need such as the Children's Room.

-HVAC – Part of the consultant's report will be acted upon, since it involves minor repairs.

-Lighting – Ms. Loud will meet in September with representatives of the Building Maintenance Department and the Sustainable Arlington group regarding an energy saving lighting proposal.

-Exterior building cleaning – A preservation consultant has been contacted to give advice on this.

WBUR Connections Program

Susie Neubauer, Head of Technical Services took part in a radio discussion of Internet in libraries and other library-related topics. Ms. Loud has obtained a tape of the program. Mr. Murphy will listen to it and bring up some of the points for discussion at a future meeting.

Other

A suggestion was made to use the new library logo on all issues of the newsletter. The fall edition may include trustee profiles.

Adjournment

The meeting was adjourned at 9:40PM on a motion by Ms. Deal; seconded by Mr. Murphy. The next meeting will take place on Tuesday, September 11, 2001 at 7:30 PM.

Respectfully submitted,
Cynthia Diminture
Cynthia Diminture

2-1

Trustees - August 14, 2001

Attending - Patricia Deal, Katharine Lawrence, Joyce Radochia, Frank Murphy, David Castiglioni, Barbara Muldoon. Susan Ruderman

Called to order @ 7:05 PM by new Chair Joyce Radochia. Minutes approved as written; motion by Pat Deal; seconded by Susan Ruderman.

-Communications - Letter from Sunny Vandermark + Jim Sutton regarding a meeting in Marlboro on Library Advocacy on September 19th. Trustees, Staff + Friends have been invited.

-Dallin Committee - regarding fund raiser in the reading room. Approved by Town Manager since the Committee is a satellite of the Selectman. (an exception to the rule regarding groups using the room for ~~[illegible]~~ social functions or fund raisers)

- Cindy thanked board members of the board for condolences on death of her mother and also donations to FoT Foundation

Town Day booth -

Kathy- 9-11 Pat 10-12 Joyce
out of town
11-1 David
1-3 Susan
2-3 Frank
(Frank also doing 3-5 on ~~[illegible]~~ book sale clean-up)

A raffle will be held for a drawing. Kathy will obtain a $25 gift certificate.

- Russell Fund expenditures FY 2001 David Castiglioni gave the report All but $11 of the allocation was expended. 46,000 45,989
allocated spent

- Review of FY 2002 Russell Fund allocation - the net income provided by the treasurer's office is $35,329 this year. This is an increase from the previously voted budget of $30,000. (see attached sheet for revised categories)

$37,570 actual earnings for the fund

Questions were answered

A motion was made by Mr. Castiglioni to approve additional funding of $4,549, ammending previous June vote; seconded by ~~Ms.~~ ~~Ms Ruderman~~. Passed unan. Frank Murphy

to arrive at a total of $35,329

– Approval of FY2001 Russell Fund report – Ms. Deal moved to accept the report; seconded by Ms. Ruderman. Passed unan.

gratefully

Trustees commended Judi Paradis for her great work on the Russell Fund program and for her informative and entertaining report.

"I know just what you mean"

– Author program – Still waiting for word from Thomas O'Connor. Ellen Goodman has been contacted. She would speak with her co-author, Patricia O'Brien if the Trustees agree to purchase $2,340 in books (200 books). The only date that she can speak is November 7th (Wed. evening)

Patricia O'Brien

2,340
15-hard cover
18.40 pb

Ms. Ruderman suggested signing a formal contract with her to secure her presence.

Friends A motion was made by Ms Wal; seconded by Ms. Laurence to allocate a sum, not to exceed $2,500 to initiate the program w/ Ellen Goodman. Passed unan.

A location will be firmed up at the next meeting (Town Hall + Senior Center are potential locations)

- A letter was received from Kathy King, describing various programs that she has attended and is enthusiastic about. Some programs were seen as better for the Friends to pursue.

— Approval of FY 2002 Trustee goals —

2A. Building program - Ms Loud is exploring getting new doors.

2A. - Reword" to ensure that the this facility continues to meet the needs of the community".
Change the heading to just "Building" rather than "Building program".

2B. - add this section

3. "Re-evaluate space needs and modifications to internal design".

3F. Change wording" Continue to support programming and services for Children and young adults".

3I. add "support the library administration efforts to ~~review~~ enhance the safety of the library environs for patrons"

Barbara requested a staff directory with photos so that trustees can easily recognize staff

Volunteer recognition - Susan suggests Taking suggestions from MFA to use as recognitions, etc.

Report of FY2001 Trust fund expenditures - Ms Muldoon gave the report. $32,000 was budget; $26,000 was spent. $400 for PR personnel was not spent, nor was all of the staff development money. Restricted funds under Spent - newsletter, Circ. prints personnel, multicultural, author

programs. No money was expended from the Symmes Aesthetic fund this year.

-Approval of FY2002 Trust fund budget requests—
$38,423 was requested by staff.
Recommended by Barbara-
$33,406
Multicultural materials and microfilming were not funded. Ms. Loud asked if money left over from French book purchases last year could be used this year for purchase of Spanish books. YA summer reading program will be increased by $100. Kits & books on tape from C. Dept. were cut by $100 each.

Ms. Ruderman suggested that travel books & test prep. books lend themselves to outside fund-raising (from donations from travel agencies or publishers)

Public relations - there were some amounts carried forwarded.

Staff development - $2200 was left from last year. This money

will be added to $2800 for this year. An expensive year is expected because of an ~~ex~~ in-house workshop and PLA in Arizona.

Print Collection funds - Ms. Muldoon ~~made motion to~~ suggested ammending the previous vote to allocate $4500 for an appraiser to be taken from the art fund rather than the print fund. A vote can be taken at a future meeting.

With the exclusion of the Robbins Print Collection funds, Ms. Neal and Carrigues (art. print funds) amts. made a motion to approve the budget of 24,978 for trust fund allocations; seconded by Ms. Muldoon. Passed unan.

$304 from last year's multicultural books.

- Update on several projects - Ms. Loud reported.

Staff workshop - Ms. Loud as spoken to a couple of consultants. It may be a Myers-Briggs. Costs will be given @ Sept. mtg.

Space planning - still in

progress. Ms. Loud visited the BLC offices; will get a quote from W. B. Mason. Lobby - trustees should check out a proposed layout of display furniture. Architects are costing out what it would be to build shelves in the Reading Room for the new book collection. Pros/Cons to be discussed at a later mtg.

Sept. - meeting w/ Building maintenance dept. re: the energy saving lighting proposal (Sustainable Arlington Project will also send reps)

- Children's Room Chairs - have taken longer than expected.

Painting estimates will be obtained, esp. for Children's Room (worst)

HVAC Consultants reports - part accepted for minor repairs.

Preservation Consultant will come regarding cleaning of the exterior of the building.

— WBUR Connections radio program
Susie Neubauer, was part of a
radio discussion about internet
in libraries + other library topics.
The tape has been obtained and
there are points made that could
be discussed at a future mtg.

transcript on the WBUR website

— Director's reports (June + July)

For fall newsletter, profiles of
trustees.

logo for all issues of newsletter

Meeting adjourned @ 9:40 PM. on a
motion by Ms Neal's seconded by
Mr. Murphy
Next meeting - Tuesday, Sept.
11th 7:30

Robbins Library Board of Trustees
June 26, 2001

Call to order

The meeting was called to order at 7:20 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Lawrence, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud, assistant director Cindy Diminture and Nancy Gentile, Head of Adult Services.

Approval of minutes

The minutes of the May 10, 2001 meeting were approved as written on a motion by Ms. Ruderman ; seconded by Ms. Muldoon. Passed unanimously.

Robbins print collection

Nancy Gentile presented the trustees with a report regarding the Robbins Print Collection project. She discussed the visit this week from Julian Tavener, an appraiser with Haley and Steele. He sampled representative prints from 25-30 boxes. Mr. Tavener is a specialist in mezzotints, a particular type of print with gradations of shading. Our collection contains several of these. Ms. Gentile and Ms. Loud recommend that the amount of $4500 should be allotted for him to perform a selective appraisal of the collection. It is estimated that this will take approximately 5-6 days. The trustees asked that they obtain something in writing from the appraiser stating what the end product of the appraisal will be. Ms. Gentile will follow up on this. Mr. Murphy asked about scheduling for the appraisal. Ms. Gentile replied that he has other work during the month of July so he would probably start in August. Ms. Ruderman made a motion ; seconded by Ms. Radochia, to allocate a sum not to exceed $4500 for this appraisal work, the money to come from the Robbins Print fund. Passed unanimously. The second part of the report concerned accessioning the prints for loan. Ms. Gentile recommends hiring a library assistant to create database records for accessioning the prints, to document what we are sending to the art schools. Ms. Ruderman wondered whether this might require more expertise than would be possessed by a library assistant ; perhaps a cataloger would be needed, depending upon the level of detail required. Ms. Radochia made a motion ; seconded by Ms. Lawrence, to allocate $1500 to pay for this work at fifteen hours per week for eight weeks. Passed unanimously. This money would come from the Robbins Print fund. Ms.

Gentile raised the question of whether the trustees prefer to approve a list of schools for loan of the prints or approve on a school-by-school basis after each loan document is prepared. The consensus was that the board should approve each transaction. This procedure can be re-evaluated at a later date. Ms. Ruderman asked that the library verify accreditation of the schools to which loans will be made. Some members of the board felt that photographic documentation should be made of prints to be loaned (for example, prints worth a certain amount of money, or a representative sample of all loaned prints). Ms. Gentile and Ms. Loud will continue to investigate suitable offsite storage facilities for the uncataloged prints. The board members thanked Ms. Gentile and Ms. Loud for their hard work on this project. The amount of money allocated to date for payments to Ms. Gentile has been expended. Ms. Muldoon made a motion ; seconded by Ms. Lawrence, to add $500 to this fund from the Robbins Print collection for work done through June 30, 2001. Passed unanimously. For personnel costs for FY2002, a sum of $2000 was voted on a motion by Mr. Murphy ; seconded by Ms. Ruderman. Passed unanimously.

Communications

Ms. Loud received a letter apprising the Board of Trustees that the library has been named as a beneficiary in the will of Evelyn C. Barry. A copy of the letter has been sent to Town Counsel for interpretation. A letter of acknowledgement will be sent to the office of Ms. Barry's lawyer, with a copy to her sister, Mary P. Barry.
2. A music teacher at the Arlington High School, Pat Tassone, asked whether the library would take a donation of a grand piano, which is now located at Town Hall. The trustees regretfully declined the gift. A prior decision had been made not to host recitals here and there is insufficient space.

Election of officers

The nominating committee composed of Ms. Muldoon and Ms. Deal recommended the following slate of officers for the upcoming year:

Chairperson – Joyce Radochia
Vice Chair – Katharine Lawrence
Treasurer – Barbara Muldoon
Russell Fund Liaison – David Castiglioni
Ms. Diminture agreed to continue taking the meeting minutes. A motion was made by Ms. Ruderman ; seconded by Mr. Murphy, to approve the slate as nominated. Passed unanimously. All of the trustees thanked Ms. Deal for her terms of service as Chairperson.

FY2002 Russell Fund Budget

*A request was made by the Children's Dept. to re-allocate some funds from the FY2001 budget. Mr. Castiglioni made a motion to approve these re-allocations; seconded by Ms. Ruderman. Passed unanimously.

The proposed FY2002 budget is $30,780, broken down in the following way: Coordinator's salary - $5,655 ; Baby bundles - $600, Kindergarten kits - $900 ; Programs - $13,825 ; Materials - $5,500 ; Young Adult materials and programs - $4,300. The coordinator's salary has been raised by $780 to bring the hourly rate in line with the entry-level rate for Senior Library Assistants in the town's new classification and pay plan. A motion was made by Mr. Castiglioni ; seconded by Ms. Ruderman , to approve the Russell Fund FY2002 budget. Passed unanimously.

Author program

The first choice for the fall author program, Bill Bryson, declined the library's invitation, since he will be traveling during that time period. Other possibilities discussed were : Ellen Goodman, David Nyhan, Dan Shaughnessy, Anita Diamant, Gish Jen, Bill Littlefield and Thomas O'Connor who as written a history of Boston called Boston A to Z. The trustees agreed that they would like to pursue Thomas O'Connor as a first choice, followed by Ellen Goodman and David Nyhan. A date in early November is preferred.

Preliminary discussion of FY2002 trustees and administrative goals and objectives

Ms. Loud intends to concentrate on PR efforts for the upcoming year, such as increasing publicity for adult programs and offerings and making an extra effort to send articles to the Arlington Advocate about services and collections. Ms. Ruderman suggested publicizing new book lists. Other goals involve making a space plan for the growth of the collections, increased attention to collection development and working on accomplishing all activities in the long-range plan. The trustees will review their goals at the August meeting.

Children's Room chairs

Ms. Loud obtained pricing to convert the upholstered chairs to wooden ones. A motion was made by Ms. Lawrence to allocate $980 from the Fundraising furniture/equipment fund for this process ; seconded by Mr. Murphy. Passed unanimously.

Fundraising allocations

$11,445 was received from the December 2000 solicitation. So far, $6,395 has been allocated, either by trustee vote or specific donor intention. Ms. Loud would like to spend the rest ($5,050) to purchase books. A motion in support of this was made by Ms. Ruderman ; seconded by Ms. Radochia. Passed unanimously. From the 1999 solicitation, most of the money was allocated. $1,000 had been earmarked for Fox videos, but branch staff would prefer to obtain them from Robbins on long-term loan. Ms. Ruderman made a motion ; seconded by Ms. Lawrence, to re-allocate this sum for general video purchases. Passed unanimously. An additional amount of $300 received after the 1999 solicitation was allocated for book purchases on a motion by Ms. Lawrence ; seconded by Mr. Murphy. Passed unanimously.

Space planning

Ms. Loud has taken part in a few meetings with architects Joel Siegler and Melissa Bennett. They presented proposed layouts for the lobby and adult services workroom areas. The lobby plan uses kiosks and other vertical items and makes more use of corners. Ms. Loud believes that we will still need to use some tables as display space. She has also made visits to bookstores to view their displays. Ms. Loud will present the final proposal at a later meeting.

Adjournment

The meeting was adjourned at 9:25 PM. The next meeting will be held at **7:00 PM** on Tuesday, August 14, 2001.

Respectfully submitted,

Cynthia Diminture

Trustees meeting - Tuesday 6/26

Attending: Susan Rudelman, Katharine Laurence, David Castiglioni, Barbara Muldoon, Patricia Neal, Frank Murphy Joyce Radocchia. Also attending were: Maryellen Loud, director & Cindy Diminture Assistant Director and Nancy Gentile, head of adult services

- Meeting called to order @ 7:20 PM

- Minutes of the May 10th meeting - Approved as written Motion by Ms. Rudelman; seconded by Ms. Muldoon. Unan.

- Print report — Nancy Gentile presented Trustees with a report regarding the status of the Robbins Print Collection project. She dis-
appraiser cussed the visit from the appraiser, Julian Tavener of Haley & Steele. He sampled 25-30 boxes for a representative appraisal. Mr. Tavener is a specialist in mezzotints (these have several shadings) and our Collection contains several of these. An amt. of $4500 would cover about 5-6 days of his time to do the selective appraisal.

Trustees would like something in writing to spell out what the end product of his work will be (something tangible about the output). Nancy G. will follow up with him about this. Ms. Rudeiman expressed concern that his time estimate might be inaccurate. Ms. Loud explained that they had already built in a bit of tolerance regarding the time. Ms. Lawrence was worried that perhaps he would want to spend more time than we are ready to allot. Ms. Loud & Ms. Gentile replied that Mr. Taverner is very busy with other work &

Ms. Rudeiman made a motion to allocate an amt. not to exceed $4500 for this work; seconded by Ms. Radochia, Unan. (money to come from Robbins print fund)

Mr. Murphy asked about scheduling for this. Ms. Gentile replied that he would probably begin sometime in August & ~~[illegible]~~ come day by day.

accessioning the prints - Ms Gentile recommends hiring a library

15 hrs wk
8 week.

assistant to create database records for accessioning the print. This would document what we are sending to our Schools. Ms. Rudelman wondered whether a library asst. would be capable or whether we would need a more senior person, such as a Cataloger.

Ms. Radochia made a motion; 2nd by Ms. Lawrence to allocate $1500 to cover this w~~ee~~ork, at 15 hrs. per week for 8 weeks. Unan. (money also from the Robbins print fund)

- Approval of loans to our schools - Ms. Gentile asked the Trustees whether they can give approval based on the list of schools or on a loan document (what will the procedure be?) The consensus is that the Trustees will need to approve each loan document as it is ready & prepared. They will then re-evaluate whether they need to continue doing this for all loans.

Some Trustees felt that we should take photographs of the prints to be loaned (at least a representative sampling or of prints worth a certain amount). Ms. Riddleman asked that we verify accreditation of the schools to which we will make a loan.

Ms. Gentile & Ms. Loud were thanked by the Trustees for their extensive work on the project.

Off site storage. — the site to be looked at for the bulk of the prints (not high archival storage) is being acquired by another company & we don't know their financial position. Another place in Needham did not yet have fire protection. So, more work needs to be done on this.

The amt. of money to pay Ms. Gentile for her work has already been expended. Ms. Muldoon made a motion to add $500 to this fund for this Fiscal year from the R. print collection for work done

4500
1500
500
2000
8,500

through June 30th; seconded by Ms. Lawrence. Unan.

For fy 2002, a sum of $2000 was voted on a Motion by Mr. Murphy; seconded by Ms. Ruderman. Unan.

[To date the Robbins Print fund has accumulated $7,700]

- Communications - ① Letter apprising the Trustees that they will be a beneficiary of the will of Evelyn C. Barry. A copy of the letter has been sent to Town Counsel for interpretation. An acknowledgement will be sent to the law office, with a copy to her sister Mary P. Barry.

ary Barry

② Pat Tasone? (high school music teacher) asked the library whether we would take a grand piano which is available at Town Hall. They are trying to find another home for it. The Trustees regretfully decline this gift. A decision had already been made not to host recitals here.

Ms. Muldoon & Ms. Deal met
+ recommend the following
- Election slate:
→ of officers

Chair - J.R. Joyce Radochia
Vice Chair - K.L. Katharine Laurence
Treasurer - B.M. Barbara Muldoon
Russell - D.C. - David Castiglioni
↳ Fund liason

Ms. Diminture will continue to take the meeting minutes.
~~Ms.~~ ~~[illegible]~~ Ms. Rudleman, re slate made a motion to approve; seconded by M. Murphy. All of the Trustees thanked Ms. Deal for her term of service.

Russell Fund Budget (FY2002)

* A request was made by the Children's dept. to re-allocate some funds from the FY2001 budget. Mr. Castiglioni made a motion to approve these re-allocations; seconded by Ms. Rudleman. Unan.

The proposed FY2002 budget is $30,780., in the following categories:

Question - more computers for CD-ROM Children's Room?

Coordinator's salary $5,655, Baby bundles $600, K. kits $900, programs $13,825, Materials $5,500. The Coordinator's salary has been raised ~~to~~ by $780 to bring it in line with the pay rate for the senior library assistant (entry rate) [now that the re-classification has taken place for all town employees]. A motion was made by Ms. Castiglione to approve the R. Fund 2002 budget; seconded by Ms. Rudelman. Unan.

-Author program-

Bill Bryson cannot come to our fall author program. (he will be travelling)

Thomas O'Connor - Boston A to Z (Boston history)

- Dan Shaughnessy
- Anita Diamant
- Bill Littlefield (WBUR sports)
- (Charlie Pierce)
- Gish Jen
- Ellen Goodman* 2nd choice
- Thomas Cahill

- Suzanne Strempach-Shay
- David Nyhan [3rd choice]

last Sunday in Oct. x Columbus day wee-end should be avoided.

we should probably shoot for early November.

- Preliminary discussion of FY2002 Trustees/administrative object-ives.

Administration: (to concentrate on
 - more PR - for next year)
really make an effort to get articles in the advocate regarding services x collections. Increase pub. for adult offerings.
Ms. Ruderman suggested new book lists which are not time sensitive.

- Space plan for the growth of the collections

- Collection development, specifically.

- Everything (activities) in the long range plans.

Trustees will review their goals in August.

$\$980^{00}$ $49/Ch. Fund/ furnishing & equip

-9-

Children's Room Chairs – Ms. Lord obtained pricing to convert the upholstered chairs to wooden chairs.

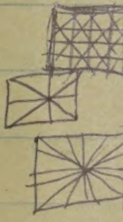
A motion was made by Ms. ~~Lord~~ Lawrence to allocate $980 from the Fundraising/furniture & equip. fund. fund for this process; seconded by M. Murphy. Unan.

Fundraising Allocations –
$11,445 was received from the Dec. 2000 solicitation. So far $6,395 has been allocated either by Trustee vote or specific donor intention. Ms. Lord would like to spend the rest for books.
~~$5,00~~ $5,050 – a motion by Ms. Ruderman; seconded by Ms. Radochia, Unan.
to do this.

From the Dec. 1999 solicitation, the bulk of money was allocated. $1,000 had been earmarked for Fox videos. Staff would prefer to obtain them from

$300
Robbins

on longer term loan. So, Ms. Lourd would like to take that money + use for general video purchases. (for dup. purchases)
the funds Ms. Ruder moved to re-allocate; seconded by Ms. Lawrence. Unan.



$300 add. received after the Dec 1999 solicitation to be allocated ~~by~~ for books, moved by Ms. Lawrence; seconded by Mr. Murphy. Unan

Space planning - a couple of meetings have taken place w the 2 Architects, Joel Sigler & Melissa Bennett. They gave proposed layouts for all three areas of concern. The lobby plan uses kiosks + other vertical items + makes more use of corners. Ms Lourd believes that we may still need some tables. She has also visited bookstores to look at their display.

- Director's report -

- other Aug. meeting will have many agenda items & will therefor be lengthy. The meeting will star at 7PM on August 14th.

Motion to adjourn @ 9;25 by Ms. Lawrence

Robbins Library Board of Trustees
May 10, 2001

Call to order

The meeting was called to order at 7:30 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Lawrence, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud and assistant director Cindy Diminture.

Approval of minutes

The following changes were made to the minutes of the April 10th meeting:
1.In the "Author program" paragraph, the words "for $500" will be inserted after honorarium check. 2.The spelling of Marianne Uttam's name will be corrected in the RIF paragraph. 3. In the section on Evaluation of progress on meeting trustee goals, the second sentence should read "When this project is completed, the front doors will eventually be replaced, with the remaining Building Fund monies." 4. In the section of the Robbins print collection, the word "patrons" will be substituted for "citizens." The amended minutes were approved on a motion by Ms. Muldoon ; seconded by Ms. Radochia.

Communications

1.The Massachusetts Library Association (MLA) notified Ms. Loud that the Robbins Library's entry in the Public Relations Award contest was awarded third prize in the newsletter category. A press releasing announcing this was sent to the Arlington Advocate. 2.Robert Scoppettuolo, Finance Committee liaison, notified Ms. Loud that in the Finance Committee's report to Town Meeting, they will recommend fully funding the page (15 hours per week) and moonlighter/overtime budget increases amounting in total to $7,115. 3. Ms. Loud stated that she would include the vote for the annual schedule of holiday closings on the September meeting calendar.

Robbins print collection

Ms. Loud distributed a report on the status of the print collection project. This report covers the broad areas of : A.Loan to other institutions B. Appraisal of the collection. C. Off-site storage in a climate controlled facility. D. Exhibits and curator E. Funding. Much discussion took place regarding how soon to place items in off-site storage and what the process will be for the appraisal of the collection. Most trustees believed that the appraisal is a priority and Ms. Loud was instructed to pursue this. There was agreement that exhibits would be changed three times per year (seasonal, excluding summer). The personnel issues will be worked out by Administration.

Consultant for space design
(Ms. Ruderman left the meeting prior to this discussion.)

Two proposals were obtained, one from space planner Kathleen Vick and the other from architect Melissa Bennett of Butler Bennett Architects, Inc. Mr. Murphy stated that it is his belief that Ms. Bennett's proposal should be in RFP format with executable items. (for easy translation to construction bids). Ms. Loud was asked to speak to Ms. Bennett about this. Ms. Radochia raised concerns about the expansive scope and potential cost of the project. Ms. Loud explained that she believed the project would not involve construction costs but rather the purchase of furniture. On a motion by Ms. Radochia; seconded by Ms. Lawrence, the board voted to hire Melissa Bennett to provide design services for the lobby area, new book area and Adult Services workroom. A second motion was made by Ms. Radochia; seconded by Ms. Muldoon to allocate a sum of money for this work from the Trustees furnishings and equipment fund not to exceed $4,500. Both motions passed unanimously.

Annual report flyer

Some minor changes were proposed for the front page. The interior pages were well received. Staff will do another proofreading.

Nominating committee

Ms. Muldoon and Ms. Deal volunteered to serve. They will present a proposed slate of officers at the next meeting.

Other

1.Ms. Lawrence talked to Ruth Foster of the Boston Globe about the possibility of her speaking at the trustees' author program. She does these types of programs and now charges an honorarium of approximately $200-300. She has written a book "Landscaping that saves energy and dollars". The trustees agreed that this would be a good program for next spring. 2. The Children's Dept. tried to book a June performer but could not arrange it until July. So they request that the money be carried over. This money comes from the general trust funds and the trustees approved the request. 3. RIF program- This year, the required library share of the costs would be $557. However, the Children's Dept. would like the full trustee contribution of $1,000 in order to purchase better quality books. This request was approved.

Adjournment

The meeting was adjourned at 9:30 PM. The next meeting will take place on Tuesday, June 26, 2001, with dinner at 6:00 PM prior to the meeting.

Cynthia Dininture

Susan Rudeman

Meeting called to order @ 7:30 PM, Attending: Katharine Lawrence, Barbara Muldoon, Patricia Dial, Frank Murphy, David Castiglioni, Joyce Radochia.

Trustees Meeting - Thursday, May 10, 2001

Minutes - see corrections on pages

- Communications -

MLA notified the Robbins Library that we had been awarded 3rd prize in the PR award (newsletter category) contest. A press release has been sent to the Arlington Advocate.

- Memo from Fin Com - in the Fin Report to Town Meeting, they recommend fully funding the increases in the page (15 extra hrs.) and overtime/moonlighter budgets, ($7,115)

- Calendar for Board of Trustees - Closings can be voted upon in advance.

- Robbins Print Collection -

Ms. Ford distributed a report on the status of the print collection project. The report covers the broad areas of (A) Loan to other institutions (B) appraisal of the collection (C) off-site storage (D) Exhibits and Curator (E) Funding

Much discussion took place regarding how soon to place items in off-site storage and what the

process will be for the appraisal of the collection. Most felt that this (the appraisal) is a priority. Mr. Murphy suggested determining the most deteriorating prints. Ms. Loud was instructed to pursue an appraisal.

There was agreement that exhibits would be changed 3x/year (seasonal, excluding summer). The personnel issue for this will be worked out by administration.

— Consultant for space design - Two proposals were obtained, one from space planner Kathleen Eich and the other from Melissa Bennett (architect) of Butler Bennett Architects, Inc.

include in minutes?

$27,457 is left in Trustees' fund-raising (furniture and equipment) budget. There is also a small amount of money in the Symmes Aesthetic Fund.

Mr. Murphy believed that Melissa Bennett's proposal should be in RFP format with executable items (so that it can be translated into construction bids for whatever company or people end up doing the work.) Ms. Loud has been directed to speak to Ms Bennett about this. Ms. Radocchia raised concerns about the large scope →

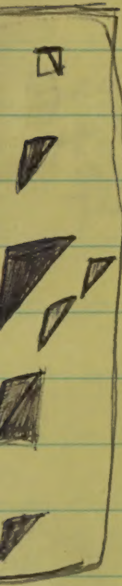
and potential cost of the project. Ms. Radocchia made a motion; seconded by Ms. Lawrence to hire Melissa Bennett. A second motion was made by Ms. Radocchia; seconded by Ms. Muldoon to allocate a sum for this work from the Trustees furnishing & equipment fund not to exceed $4500. Both motions passed unanimously.

Fund/ fund raising

4500

R.

M



- Annual report flyer - Some ~~comments~~ changes (minor) were proposed for the front page. The interior was well received. Typos were mentioned. Staff will proof-read.

- Nominating committee - Ms. Muldoon volunteered to serve as did Ms. Neal.

* Minutes - add "for $500" after honorarium in the author program paragraph.

Next meeting will include dinner and will take place on Tuesday, June [illegible] 26.

Motion to approve amended mins. by Ms. Muldoon, seconded by Ms. Radocchia

other:

1. Katharine Lawrence talked to Ruth Foster about coming for the author program. She does do these and now charges an honorarium of approximately $200-300. Has written a book "Landscaping that saves energy and dollars." Trustees thought it would be good for next spring.

gen. trust funds

2. Children's dept. tried to book a June performer but could not arrange until July, so can money be carried over? This comes from general trust funds & was approved.

3 RIF

3,032-RIF
1,000-US > Last year

1,671 - RIF
557 - US our federal requirement

However, Children's Dept really wants the full Trustee Contribution of $1,000 in order to buy better quality books. This was approved.

Meeting was adjourned at 9:30 PM.

April 10, 2001

Absent: Joyce Radochia

Attending: Pat Neal, David Castiglioni, Barbara Muldoon, Susan
Minutes
Rudeiman, Frank Murphy, Katharine Lawrence

Welcomed Frank Murphy

Meeting Called to order @ 7:30 P.M.

1. Agenda revision

2. Minutes (March mtg.) - Question arose - vote for add. funding for print project - so voted ✓ (and voted to approve) after the initial sentence about the request.
FY 2002 budget requests (pg. 2) add $ to 1.6 million to keep structure the same.

Feb. meeting minutes - donor Certificates. Add to April minutes that all donors of $500 and Above be sent a certificate. Ms. Rudeiman agreed to do this.

- Motion by K. Lawrence; seconded by F. Murphy to approve minutes as ammended. Passed.

- Communications - request from Jeffrey Quigley to set-up a book collection for Childrens books for the Franciscans Childrens Hospital as part of an Eagle Scout badge. Trustees agreed not to set a precedent at Robbins by doing this, but could pursue placing a collection at Fox Library &

Starbucks, who does book Collection as a community service.

Community Center. (Ms. Ruderman also suggested partnering with

- K. Lawrence passed along compliments from a friend regarding service from the Ref. Dept. staff (helpful, wonderful, etc.)

- Press release from Ms. Lloyd regarding the design of the new logo. start minutes here Ms. Ruderman suggested some quotes from the designer. They also wanted to beef up the 1st sentence to make it more exciting. A suggestion was also made to break the second paragraph into two. Some pictures were suggested (the logo as well as the Reading Room arches)

MLTA
Metrowest newsletters - Ms. Ruderman suggested sending the logo press release to these, for wider distribution. The MLTA newsletter will be renewed and mailed to the library.

- Author program - Ms. Neal thanked everyone who had helped and participated. A large # of books were not sold. The program was very popular. Suggestions

* Check on mins. for author who wanted to come but missed the author panel.

for future programs (Bill Bryson, [this woman], Ruth Foster, Globe gardening Columnist, authors who were born in Arlington, MA (over ~~two~~ 3 dozen were located by Susan Ruddiman) Maryellen will direct Ms. Wendruff to re-Contact Bill Bryson.

—Trust fund budget report— An area of underspending was the staff development. Ms. Lord has been exploring in-house workshops, such as the Meyers-Briggs analysis or "personality type" workshops by Rocky Blunt. (probably will cost at least $1,000 to accommodate most staff). The question now is about closing the library for a full or half day to do this. Some staff are planning to attend MLA Conference.

YA services- Most money has been earmarked; some is for summer reading.

Other unspent areas are "brochures" and "personnel to assist PR" under the topic of public relations.

Robbins print collection is under-

spent in most sub-categories. Circulating prints will be purchased soon.

[Check previous minutes regarding paying a librarian to select the prints.] Discussion arose about the option ~~hiring~~ to hire a part-time librarian or a staff member to admin. circ. art print collection. No. ~~roud~~

A thank-you note and a check for an honorarium will be sent to Mr. Lehr ($500)

will check the date of the vote regarding this.

Bindery - Municipal budget funds are being spent first.

- RIF - Children's staff has requested that we don't continue the RIF program. The revised guidelines were very confusing and the schools were not pleased either. Another type of book giveaway was suggested.
Ms. Ruddiman made a motion to continue the program for one more year, (ammended by Ms. Muldoon) to be administered by the Thompson School, with reporting to Marianne as a transitional year.
2nd ed by N. Castiglione.
Passed U.

- Russell Fund budget - Programs + performers categories are almost spent. Baby Bundles, Kits + materials still

-5-

Cinderella

have funds. There is a total of $8000 still unspent. M. Castiglioni will investigate how much income the fund will make for the upcoming year.

- Evaluation of progress on meeting Trustee goals -

2A - Building program
- Crumbling patio wall project has been awarded. Work will be done in Spring.
- Replacement of front doors will be ~~used~~ done to use up the balance. State aid or MLN network transfer grants will be used to fund the doors if there is not enough money left.

Susan Ruderman - Friends mailing list

send renewal

3D - Friends - question about putting donors on the Friends mailing list. We will raise this question with the new Friends board.

5E. - Full board membership has now been achieved.

— Space planner - Kathleen Kirk met w Susan & Maryellen. She sent an e-mail w recommendations. Maryellen also has an appt. w Melissa Bennett

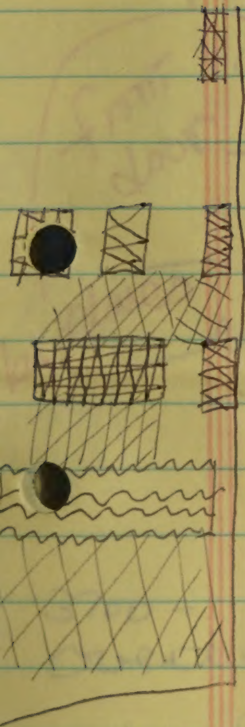
Melissa Bennett

an architect who did the re-design of the BPL Children's Room. She was recommended by ~~P~~ Patience Jackson at the BLC. Ms. Loud will report back at the next Trustees mtg. - start here Furnishings & equipment acc't. for the town and state aid could be used for this FY(2001) (at least the hiring of the consultant and getting a recommendation). The work could perhaps be ~~budget~~ pd. for next year, depending upon projected costs.

— annual report - Trustees rec'd. a small and a larger version of the report.

Prices

Lg. - 2 colors $505
" - Color only 466
on front/back



Small - 2 colors $431
all
- Color only on → $354
front/back

Ms. Ruderman asked about getting a "shell" printed for a few extra dollars.

Suggestions - '70s, a baseline etc. to compare numbers on the front (1995 →
other changes in wording &

septart were suggested.

Small version - murder in the library sentence was dropped from the larger version (also a typo)

The report will be edited to fit on the smaller size.

An annual report of giving will also be created, to use as an insert in the general one.

Consensus was to print in 2 Colors on all ~~six~~ pages of the smaller version

public relations
300-
431

Ms. Muldoon made a motion; seconded by Ms. Rudeiman to increase budget by 131 from 300 to $431.

front door — once p. work pd's use remaining Building Funds for front door.
(or state aid & MLN credits)

brochures

— Fiscal year 2002 budget — FinCom voted to —

3700 -
overtime increase was reduced by half 1,850

no money (extra) for pages was reco

utilities were reduced
17,289 - 7,000 - across

the town, all utilities budgets were reduced in this way.

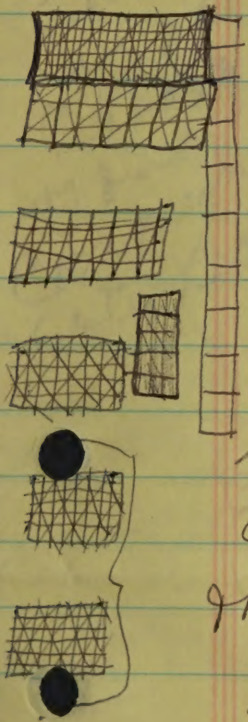
Personnel raises are included in a separate line item.

Print Collection – 42 letters were sent to MA art schools. 4 schools responded; reps. from 2 schools came but they are only interested in specific items; do not want to take them wholesale. A loan agreement is being drafted.

170 more letters will go to art schools in N.E. & N.Y.

Trustees affirmed the approach to the print collection:

1. Retain a core collection
2. ~~Permanent~~ Long/term loan of some portions
3. Protection & Climate-Controlled storage of the remainder



Nancy Gentile has written a draft of a mission statement regarding the Print Collection.

The consensus was that patrons should be allowed to view the prints on an app't. (supervision) basis, under archival controls; extended research would require the patron to pay for the time of a staff person.

— $1,570 from Furnishing budget to purchase a pb rack.
Motion by Ms. Rudelman; seconded by Mr. Murphy. So moved.

Meeting adjourned @ 10:35 PM

Next meeting — ~~Tuesday~~, Thursday, May 10th

prints will be ~~[illegible]~~ stored in the closet of the community room.

Frank – film free Coupons and tote bag

evaluation of Trustee goals

funding source
budget #

Robbins Library Board of Trustees
April 10, 2001

Call to order

The meeting was called to order at 7:30 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Lawrence, Barbara Muldoon, Frank Murphy and Susan Ruderman. Joyce Radochia was absent. Also attending were library director Maryellen Loud and assistant director Cindy Diminture. The board welcomed new member Frank Murphy.

Approval of minutes

The following amendments were made to the March minutes : 1. Under the Director's report paragraph, the second sentence should read "The trustees were asked to appropriate and voted to approve $2100 for this work." 2. In the section on FY2002 budget requests, a dollar sign should precede 1.6 million, to maintain uniformity. The amended March minutes were approved on a motion by Ms. Lawrence ; seconded by Mr. Murphy. Clarification of the February minutes: **All** donors of $500 and above will receive a certificate. Ms. Ruderman volunteered to carry this out.

Communications

1.A request was received from Jeff Quigley to conduct a children's book drive for the Franciscan Children's Hospital as an Eagle Scout project. The trustees agreed not to set a precedent for collections at the Robbins, but suggested that he pursue a drive at the Fox Library and community center. Ms. Ruderman also suggested that he look into a partnership with Starbucks, which collects books as a community service. 2.Ms. Lawrence passed along compliments from a friend regarding the staff at the Reference Desk. This patron said that the staff members are helpful and pleasant and provide consistently excellent service. 3. Ms. Loud distributed a draft of a press release to the Arlington Advocate regarding the design of the new library logo. Ms. Ruderman suggested adding some quotes from Karen Roehr, the logo designer. Additional suggestions were to make the first sentence more exciting and to break the second paragraph into two separate ones. Ms. Ruderman thought that the press release should be sent to the newsletter for the Massachusetts Library Trustee Association.

Author program

Ms. Deal thanked everyone for assistance with the Dick Lehr program. The event was very well received. However, a small number of books were sold because many participants brought their own copies for autographing. A thank-you note and an honorarium check for $500 will be sent to Mr. Lehr. The group talked about possible

authors for the fall program. Ellen Wendruff, a reference librarian, had corresponded with Bill Bryson. Many staff members have read his books and recommend him. Ms. Loud will ask Ms. Wendruff to inquire about the possibility of his speaking here. Other names mentioned were Ruth Foster, the Boston Globe gardening columnist and Cynthia Peale (Nancy Zaroulis), who missed the mystery panel but expressed interest in coming here in the future. Ms. Ruderman mentioned that she had located an electronic list of authors who were born in Arlington, MA and thought this might be an interesting basis for a program.

Trust fund budget report

One area underspent is staff development. Ms. Loud mentioned that she has been exploring in-house workshops for staff, such as the Myers-Briggs analysis or "personality types" workshop. Some staff are also planning to attend the upcoming conference of the Massachusetts Library Association. Most funds in the YA Services category have been earmarked if not spent. Some money is for the summer reading program. Most of the sub-categories of the Robbins Print fund have money remaining. Circulating prints will be purchased soon. Municipal budget funds for bindery are being spent first. Then trust funds will be used.

RIF

The Children's Department staff has requested that we no longer participate in the RIF program. The revised guidelines were difficult to carry out for the library and the schools. Another type of book giveaway was suggested. Much discussion took place on this issue. Ms. Ruderman made a motion ; amended by Ms. Muldoon ; seconded by Mr. Castiglioni to continue the program for one more year. School department personnel would administer this transitional year program with reporting to Marianne Uttam.

Russell Fund budget

The programs and performers categories are almost spent. The baby bundles, Kindergarten kits and materials categories still have funds left. Mr. Castiglioni will find out how much income the fund is expected to generate for next year. It was agreed that $30,000 would be a safe amount for staff to use for planning purposes.

Evaluation of progress on meeting trustee goals

2A. The crumbling patio wall project has been awarded and work will be done in the spring. When this project is completed, the front doors will eventually be replaced, with the remaining Building Fund monies. 3D. A question was raised about placing

donors to the fundraising campaigns on the mailing list for the Friends of the Library. The issue will be discussed with the Friends' Board of Directors. 5E. With the addition of Frank Murphy, full board membership has now been achieved.

Space planner

Ms. Loud and Ms. Ruderman met with Kathleen Vick, a space planner. Ms. Vick then sent an e-mail message with recommendations. Ms. Loud has also arranged a meeting with Melissa Bennett, an architect who did the re-design of the Boston Public Library Children's Room. Patience Jackson at the Board of Library Commissioners recommended her. Ms. Loud will report back at the next trustee meeting.

Annual report

Ms. Loud showed the trustees a draft of the annual report in large and small layouts. Costs for printing were also presented. Changes in wording and syntax were suggested. Mr. Murphy thought that the statistics for a previous year should be presented next to those for 2000, with comparison percentages. Ms. Loud suggested 1995 as it was the first full year of operation after the building project was completed. The consensus of the board was to print the report in the smaller format in two colors. The report will likely need editing to fit the smaller layout. Ms. Muldoon made a motion ; seconded by Ms. Ruderman to increase the public relations budget by $131 from $300 to $431 to cover the cost of printing. Passed unanimously.

Fiscal Year 2002 budget

The finance committee took the following actions regarding the library budget : 1. The requested increase of $3,700 in the overtime/moonlighter budget was reduced to $1,800. 2. A request for $5,265 for additional page hours was deleted. 3. The request for an increase of $17,289 for utilities was reduced to $7,000. All town utilities budgets were similarly reduced. Personnel raises are included in a separate line item.

Robbins Print collection

The trustees affirmed their current approach to the print collection, which is as follows: 1.Retain the collection of cataloged prints. These would be used in periodic displays at the library. 2. Long-term loan of some of the uncataloged prints to art schools or museums. 3. Protection in climate-controlled storage for the remainder of the collection. The trustees agreed that patrons should be able to view the prints on an appointment basis, with archival controls and supervision.

Other

Ms. Loud requested that the trustees allocate $1,570 from the furnishings budget to purchase a paperback rack. The purchase was approved on a motion by Ms. Ruderman ; seconded by Mr. Murphy.

Adjournment

The meeting was adjourned at 10:35 PM. The next meeting will be held at 7:30 PM on Thursday, May 10, 2001.

Respectfully submitted,

Cynthia Diminture

Robbins Library Board of Trustees
March 14, 2001

Call to order

The meeting was called to order at 7:35 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Lawrence, Barbara Muldoon, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud and assistant director Cindy Diminture.

Approval of minutes

The minutes of the February meeting were approved as written on a motion by Ms. Muldoon; seconded by Ms. Ruderman.

Russell Fund discussion

Judi Paradis, the Russell Fund coordinator and Marianne Uttam, Head of Children's Services, came to the meeting to apprise the trustees of the status of the Russell Fund and plans for the upcoming fiscal year. The coordinators have a deep appreciation for the Russell Fund and are respectful about spending the funds in an appropriate and responsible way. Some of the most positive aspects are the excellent children's reference collection that has been made possible by the extra funds, the outreach to very young children through the baby bundles and Kindergarten kits, the toddler sing along and the Young Adult component. Many wonderful events and programs have taken place such as the extremely well-attended Fiesta, the geology week activities and the computer series with student instructors at the high school. Program attendance has sometimes been problematic, with either too many participants for the Community Room to comfortably hold or with lower participation than hoped for. Conflicts with other school/town events still occur, even with increased attention paid to schedules for various organizations. Next year, more programs will be held at the schools (on a rotating basis) to allow larger spaces for programs expected to be very popular. The most difficult age group to reach is the older elementary school students who often see themselves as too mature for the library's children's programs. Ms. Paradis would like to build up a special program just for this age group. Some suggestions are a drop-in art program, a chess group and a choral group that could perform at some town events. She was receptive to a suggestion from Ms. Muldoon about the formation of a Junior Friends of the Library group to assist at some children's events at the library. Ms. Ruderman also had some suggestions including conducting more programs at Town Hall and having a "traveling"

collection of books to bring to offsite events. She also recommended allotting a sum of money to Ms. Paradis so that she could use it to pay performers on short notice or to purchase supplies.

FY2002 budget requests

The trustees received a visit from the library's Finance Committee liaison, Bob Scoppettuolo. The town's overall budget deficit is two million dollars, mostly due to increases in the cost of employee health insurance. All town budgets are being closely examined for possible reductions. Ms. Loud reviewed the increases requested in the library budget. An increase request of approximately $8,000 was submitted for page salaries to cover the cost of the minimum wage raise and to provide 15 additional hours of page staffing per week. This would allow books and other materials to be returned to the shelves in a more timely manner. Increases were also requested for the new townwide pay classification plan, overtime salaries, utilities, cleaning services and library materials. Due to problems with the HVAC system this year, the building repair budget will be overspent. The library's total request is approximately 1.6 million, which is an increase of $80,000 over last year's budget. Mr. Scoppettuolo noted that the town's cash reserves are very low (under $100,000). He will present the library budget to the full Finance Committee.

Publicity for new logo

An article for the Arlington Advocate, to include an interview with the designer, was suggested. Copies of the new stationery could be placed in the displayer next to the elevator, perhaps accompanied by earlier versions of library stationery. The trustees agreed that the Friends of the Library should have a logo distinct from the library's. It is possible that the Friends will have a logo designed for the group in the future.

Author program

The trustees decided to sell copies of Dick Lehr's "Black Mass" for $22 each at the April 5th author program. The program sub-committee will arrange for the refreshments. The Friends of the library will be asked to provide paper goods. Ms. Loud will send an article to the Arlington Advocate. She also made note of the upcoming program at the last town department heads meeting. Outreach will be done to the Retired Men's club and to the senior center. Flyers have been sent to everyone on the Friends' membership and program mailing lists. Microphones and sound systems were discussed.

Annual report flyer

Ms. Loud distributed a draft of the annual report with a layout done by Eileen Messina. The trustees liked the format and suggested adding phone numbers and a web address. They were also in favor of including a message from the director. Each trustee will receive a revised draft before the final printing is done.

RIF

$1,033 was originally the amount the trustees needed to provide as matching funds. Now, the library's share is only $557. Susan McGonagle believes that the balance could be used to purchase better quality books and the trustees agreed to this.

Furnishings

The upholstery on the Children's Room study chairs is fraying badly. Ms. Ruderman suggested that Kathleen Vick, a space planner, could take a look at the furniture as part of a proposed space study. Ms. Ruderman will discuss fees with her. Thirty-four chairs would need to be re-upholstered or replaced. The replacement cost of each chair would be approximately $150.

Director's report

Nancy Gentile has been working on securing a permanent loan prospect for the Robbins Print Collection. The trustees were asked to appropriate an additional $2100 for this work. Ms. Ruderman will provide an example of a museum loan form.

Other

The town manager will be interviewing candidates for the vacant seat on the Board of Library Trustees.

Adjournment

The meeting was adjourned at 9:55 PM. The next meeting will be held at 7:30PM on Tuesday, April 10, 2001. The trust fund review will take place at this meeting.

Respectfully submitted,
Cynthia Diminture
Cynthia Diminture

Trustees - March 14, 2001

Attending - Pat Deal, Susan Ruderman, Barbara Muldoon, Katharine Laurence, Joyce Raduchia
David Castiglioni

- Meeting called to order @ 7:35 PM.

- Minutes - approved as written
(February)
Motion by Ms. Muldoon, seconded by Ms. Ruderman

- No Communications
- No Community time

- Russell Fund discussion with Judi Paradis & Marianne Ettam

There is constant vigilance about spending the Russell Fund money appropriately and in a responsible way.

Russell Fund has allowed the Children's Ref. Collection to grow to an excellent level.
Outreach to young Children in town has been successful (baby bundles, K kits.)
Y/A portion also seems to be working well. [see Judi's report]

They would like to collaborate more fully with the schools + coordinate special events on themes that the schools are working on. This can help bridge with the schools.

Some very good events were: Fiesta, Geology Week, Computer series

Program attendance has been a problem (either too many for the room to comfortably hold or so few that it does not make it worthwhile to hold)

Next year, more programs will be held at the schools (on a rotating basis) to allow larger spaces for programs expected to be very popular.

The older elementary school age students are now the hardest to reach. It's not "cool" to come to the library for programs. Judi would like to build up a special program for this age akin to the Tuesday morning sing-along.

- drop-in art program
- choral group
- chess club

} examples

Ms. Muldoon suggested the idea of a junior friends group who could help out at events here.

Ms. Ruderman had several sugges-tions

- Running more programs at the Town hall
- Have "traveling" collection of books to bring to "offsite" events.

Ms. Ruderman also suggested allotting a sum of money to Judi so that she could use it to pay performers on short notice or to purchase supplies.

FY2002 budget requests - (visit by Bob Scoppettuolo, the liaison to the Finance Committee)

The overall budget deficit is 2m, brought about by increases in the cost of employee health insurance.

Saturdays during the summer have been abandoned.

Ways are being examined across town to save some money (for example, instituting a cafeteria plan for health insurance, giving a dollar amount raise rather than a %, etc.)

Lib. director revised increase request, including to cover mini wage increase (15 add'l hours per week to get books back on sh

VOT The page increase requested of $5,265 may be one area to cut, even though it gives much value for the amount of money.

The overtime increase is somewhat

necessary because coverage for Jim's vacation alone will cost $6,000.

Due to problems & HVAC system
Building repairs budget for this year (01) have already gone beyond the level-funded allotment. So, this was under budgeted. (HVAC problems)

Total request is approx. 1.6 million. (the increase over last year is approx. $80,000)

Town cash reserves are very low (under $100,000)

— Publicity for logo design - ~~Susan suggested a focus group to react to the logo before wider distribution.~~ An article in the Advocate, including an interview with the designer, was suggested. Copies of stationery could go in the displayer by the elevator, perhaps with examples of prior stationery.

Legislative breakfast thank you from Pat ~~to~~ trustees

The Friends brochure will not have the new logo. (unless it is in a modified version)

— Author program - We have 40 copies of the which were obtained from Barnes & Noble. The list price is $26 and the 20% discounted price is 20.80. They will be sold for $22.00

26.00
disc.
2080

Refreshments- Friends will be asked to provide the paper goods. Kathy will bring drinks (sparkling water, etc.) Joyce will order cookies from Lindells & Jim will pick up. Maryellen will do Advocate article. Outreach will be done to Retired Men's Club and the Senior Center. Merl mentioned this at the Town departments head meeting. Sound systems were discussed.

Dic Stangey- sound systems suggested by Susan

Annual report flyer -
Trustees liked it in its current format and suggested adding phone #s and web address. They also were in favor of a message from the director. Trustees will be sent copies before the printing is done.

- Friends renewal flyer
- Sound system
- reminder notices for Friends board about mtg.
- swat team @ high school

RIF- $1,033 was the original allocation as our matching share. Now the amt. is $557 (our share). Susan M. thinks that she could use the remainder of the allocation could be used to purchase better quality books.

— Furnishings- the upholstery on the C. Room study chairs are fraying badly. Susan R. suggested that Kathleen Vick

(space planner) Take a look at the furniture as part of the proposed space study. Susan will talk to her about costs.

34 chairs would need to be re-upholstered or replaced (cost for replacements would probably be $150 each)

-Director's report - Nancy G. has been working on the Robbins Print collection regarding permanent loan prospects. Request was made to allocate another $2100. Susan will provide a copy of a museum loan form.

The town manager will be interviewing Trustee candidates.

Meeting adjourned @ 9:55 PM.

Next meeting - Tuesday, April 10th

Trust fund review will take place @ the next meeting.

Ruderman Radochia
— Muldoon attending were David Castiglioni
Castiglioni Patricia Deal, Katharine Lawrence,
Deal Lawrence ^ Joyce Radochia, Susan Ruderman
Barbara Muldoon

Trustees Mtg. – Monday, Feb. 12, 2001

— meeting called to order @ 7:30 PM. attending – all

– Minutes – approval of Jan. mtg. minutes after corrections as noted. Motion by Ms. Lawrence; seconded by Ms. Radochia.

– Communications

Invitations to library legislative breakfast

– Excerpt from occupational outlook Quarterly regarding librarianship. Copies are in the lobby and there is a display poster as well.

– update on FY2002 budget requests – We had requested approx. $80,000 in increases. The figures for salary increases do not include the librarian's salaries. Budgets were to be level-funded (meaning expenses). [Budgets listed on web site do not include transfers for salary increases so figures are incorrect]

State Aid budget may have to be tapped to fund some municipal items, such as utilities. This could put Sunday openings in jeopardy. OR perhaps the town will have a reserve fund for electricity. Saturdays in the summer do seem out of the question. Trustees feel that the library proposed budget is fairly modest.

- Allocation of donor funds - Total obtained was $10,575. The three donors of $500 and over received a nice certificate, suitable for framing.

3325
7250
10,575

Ms. Loud requested that the Trustees allocate $5,000 in the following breakdown:

1,000 videos
1500 audio books
2500 Am Nat' Biog

Videos	$1,000
Audio books	$1,500
American Nat. Biog.	$2,500

Ms. Lawrence moved to spend

in these categories. Seconded by Mr. Castiglione. Motion passed. This will leave $5,000 in reserve. Ms. Ruderman suggested that we plan for next year's solicitation at the October meeting. The business campaign should be beefed up and more names could also be added to the personal database. Regular users of the meeting rooms could be tapped.

Ms. Radochia suggested remembering to thank business owners who made a donation to the campaign.

amnesty week
- National Library Week - ~~we will~~ there was a consensus of the board to have a fine free week during this time.

— put at the end "other business"
- the board approved a conference reg. fee for Barbara Fulchino for the ALA conference in San Francisco this summer. (June)

Meeting room policy - updated. New sentence - Rooms are not available to commercial entities or for recitals or musical performan-

ses other than by qualifying non-profit organizations.

The question of the fee for "after hours" usage was brought up. Also, parking was discussed. Some trustees were in favor of limiting some parking spaces (short term use) by time (30 min.) Ms. Gould will speak to the town manager and the police department.

- Furnishings account — There is $32,$\overset{979}{000}$ in this account left over from the building project. Ms. Gould requested some expenditures from this account:

- Workstation for director's office $380

- Video Shelving for Children's room $5,521.45

Other things being explored —

Display or Materials in lobby

Re-upholstery of the study Chairs in the Children Room

- glass display cabinets for C. Room
- free-standing display panels for artwork
- fee for re-design of adult services workroom
- new bulletin boards for 1st floor.

Ms. Ruderman made a suggestion to hire a designer to recommend space planning, including new books, display areas, etc. She will check with some contacts.

The issue of new front doors will be addressed with the Permanent Town Building Committee once the patio ~~door~~ wall repair is complete.

Furnishing motion - by Ms. Ruderman; ~~approved~~ seconded by Ms. Radochia. Approved.

Logo - Trustees adjourned to the reading room for a selection on color for the new logo. (for match with the Ceiling). Two members of the logo Committee will return on Tuesday to view the Colors in daylight.

Directors report -

Russell fund invoices -

- other Legislation re; Internet filtering - Federal funds will be tied to Internet filtering by next October. there are expecting legal Challenges.

Next meeting - Wed., March 14th 7:30

Meeting adjourned @ 9 PM.

Trustee photo taken for Annual Report.

Color selected for logo design.

Robbins Library Board of Trustees
January 9, 2001

Call to order

The meeting was called to order at 7:35 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Lawrence, Barbara Muldoon, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud and assistant director Cindy Diminture.

Approval of minutes

The minutes of the December meeting were approved as written.

Communications

1.A report was received from Osee Mallio on the visit by author Jack Gantos to the Ottoson Middle School. The visit was enthusiastically received. 2.Ms. Loud circulated a memo by the Head of Children's Services, Marianne Uttam, with an update on the RIF (Reading is Fundamental) program. The revised procedures this year have not worked particularly well. The Children's Dept. staff believes that the schools should apply for the program on their own without intervention by the Robbins Library. The trustees will consider the proposal and give a response at the next meeting. Ms. Ruderman expressed concern about the possibility of the program being eliminated entirely. She also asked if a formal evaluation of the program had ever been done. Ms. Loud replied that it had not. 3. The library will be hosting a Legislative Breakfast, sponsored by the libraries in the Metrowest region, for local legislators on Friday, March 2nd at 7:30 AM. Ms. Loud will ask the Friends of the Library to make a monetary donation toward food for the event. Metrowest will also try to obtain a business grant for supplemental funds. The trustees suggested that the breakfast be held in the Reading Room instead of the Community Room. All trustees are invited to attend. Mr. Castiglioni and Ms. Radochia volunteered to help with set-up. 4.Ms. Radochia will write an expression of sympathy to the Russell family on the death of Anne Russell.

Trust fund report

Ms. Muldoon presented the six months' review (actually closer to four months, in reality) of trust fund spending. There are still several categories in which money has not been expended. Several staff members are spending down municipal funds before beginning to spend the trust funds. Some items have been ordered, but not received and billed. Most of the funds for audio books and local history items have been spent. There is still an unused $1,000 allocation for audio books from the Farmer Fund. From funds designated for multicultural materials, the Adult Services staff recommends that we concentrate on Chinese ($650) and French ($350) books for this year. For future consideration are books in Japanese and Russian. Trustees were in agreement with this recommendation. Trust fund spending will be reviewed again in April.

Russell Fund report

Mr. Castiglioni reported that the budget is approximately one-half expended. ($23,000) The budget had gone up considerably this year (from $30,000 to $46,000) with the majority of the increases going to materials and the coordinator's salary. The new salary is $13.00/hour, based on a recommendation from the town's personnel director. Trustees agreed to approve an invoice for retroactive salary payments during the period of July-December 2000.

Fundraising

Of the money raised in FY2000, $12,000 was allocated. All but $1300 has been spent. In the FY2001 fundraiser, $4,500 has been received to date from individual donors (approximately 75) and $3,025 from businesses (14). The largest gift was from Davidson Management ($1,000). $500 each was received from Foodmaster and Punjab Restaurant. A certificate will be presented to all three businesses. Ms. Loud will provide donor lists to the trustees at the next meeting. Ms. Deal thanked everyone for their efforts in the fundraising campaign.

Annual report

Changes in wording and syntax were suggested. A photograph of the trustees will be taken at the next meeting. An excerpted version of the report will be made for the public. Ms. Ruderman suggested including a table of statistics.

Meeting room policy

A chart was distributed showing which groups used the library meeting rooms last year and how often. The following "non-conforming" uses of the meeting rooms have been requested recently and were discussed: 1. A classical singer wants to use the Community Room for a performance. Trustees agreed that we should not allow independent recitals or performances as the room is intended for use by non-profit organizations. The Friends or the Trustees could host a musical program, if desired. 2. The Java users group requested to use a room for a sixteen-week course of study. Trustees felt that this would be allowing the room to be used as a classroom and that there was no "community connection", a usage criterion about which they feel strongly. Ms. Ruderman also noted that meeting room users take up parking spaces that should be available to library patrons.

Author program

Dick Lehr, author of *Black Mass*, has agreed to speak on Thursday, April 5th at 7:30 PM. Ms. Deal suggested that the publicity campaign for this program be structured differently than is customary, as Mr. Lehr is an investigative reporter and might appeal to different audiences than a novelist would.

Logo

Ms. Loud presented the final choices of the logo design, in green type. The trustees voted on a single design and asked that the "founded" sentence be lightened slightly (approximately 5%). Ms. Loud will pass the information along to the logo designer Karen Roehr.

Adjournment

The meeting was adjourned at 9:45 PM. The next meeting will be at 7:30 PM on Monday, February 12, 2001.

Respectfully submitted,

Cynthia Diminture

Trustees meeting - January 9, 2001

Meeting called to order @ 7:35P
attending were: Patricia Deal, David Castiglioni, Joyce Radochia, Katharine Laurence,
Minutes approved as written. (of Nov. mtg.)
Barbara Muldoon
Susan Ruderman
Also attending were: library director Maryellen Loud and assistant director Cindy Dliminture

-Communications-

1. Report from Rosee Mallis on visit by Jack Gantos to Ottoson.

2. Memo from Marianne Eittam with an update on the RIF program. The revised procedures have not worked particularly well. Children's Dept. believes that the schools should apply for the program on their own and leave out the public library entirely. Trustees will give a response to this proposal at the next meeting. Ms. Ruderman expressed concern that the program should not fold completely. She asked if there had ever been an evaluation of the program (no)

3. We will be hosting the legislative breakfast for local

legislators in March. Friends will be asked to make a monetary donation toward food. Mr. Trousset will try to have a business grant to supplement also. (Friday, March 2nd 7:30) Trustees are invited. It will be held in the Reading Room. Joyce & David volunteered to come early and assist.

3. Ms. Radochia will write an expression of sympathy to the Russell family on the passing of Anne Russell.

- Reports of Trust Fund liasons -

Barbara - there are several categories which are still unspent. Several staff members are spending municipal funds first before going over to Trust Funds, and some items have been ordered but not yet received. Most Audio books. and much of local

history items have been expended. Still $1.000 allocation for audio from Farmer Fund.

multicultural books? - Ref. staff has recommended that, for this year, that we concentrate on Chinese books ($650) and French ($350)

other future considerations - Russian & Japanese..

Trustees were in favor of this recommendation.

Trust fund spending will be reviewed again in April.

Russell Fund report - money is approx ½ spent ($23,000). The budget had gone up considerably this year (from $30,000 to 46,000) with the bulk of increases going to materials & the Coordinator's salary. The new salary figure is $13/hr is based on a recommendation from the Personnel Director. There will be a retroactive invoice for payments from July - Dec. 2000.

- Fundraising - Money from 2000 - $12,000 was allocated. All but $1300 has been spent. this year, to date $4,500 has been received from individual donors (approx 75) and $3,025 from businesses (14). The largest was from Davidson Management ($1,000). $500 was received from Food master and from Punjab Restaurant. A Certificate will be presented to these three. Individual gifts ranged from ______ to over $1,000. Ms. Hould will give donor lists to the Trustees at the next meeting. Ms. Deal thanked everyone for their efforts.

- Logo design - deferred to the end of the meeting

- annual report - Many changes in wording & syntax were suggested. A photo of the Trustees will be taken at the next meeting. An excerpted version of the report will be done for the public. Ms. Ruderman suggested including a table of statistics.

—Meeting room policy - a chart was given to the Trustees showing which groups used the meeting rooms and how often.

There have been requests from a couple of non-conforming groups:

— A classical singer wants to use the space for a performance. Trustees believed that we should not allow recitals or performances. We could host a musical program if desired (Friends or Trustees).

Java users group request - there appears to be no "non-profit" motive and the group wants to present a course of study. There is no real "community connection" which the Trustees wanted to emphasize.

Ms. Rudelman expressed concern about meeting room users taking parking spaces, that should have been available to library patrons.

- author program - Rich Tehr agreed to come on Thursday, April 5th at 7:30 PM. Ms. Neal suggested a different publicity campaign because she is an investigative reporter. The winter edition of the newsletter should include it.
  Other thoughts (retired men's club)

- Director's report -

Logo -

Tighten 5%. (founded) sentence

February - Monday, Feb. 12th

Robbins Library Board of Trustees
December 12, 2000

Call to order

Vice- chairperson Joyce Radochia called the meeting to order at 7:35 p.m. Attending were trustees David Castiglioni, Katharine Lawrence, Barbara Muldoon, and Susan Ruderman; Patricia Deal was absent. Also attending was library director Maryellen Loud; assistant director Cindy Diminture was absent.

Approval of Minutes

The minutes of the November meeting were read and approved.

Communications

Ms. Loud read two letters from grateful patrons: the first thanked the library for both the expansion of the audio section and the quality of the materials; the second was from a raffle winner in the summer reading program saying how much she enjoyed it.

Spring Author Program

Ms. Radochia reported that Ms. Deal had talked to three writers, potential speakers, at a book signing recently: Dick Lehr~~er~~, Ellen Goodman, and John Powers. Dick Lehr~~er~~, author of *Black Mass,* expressed interest in speaking. Ms. Loud will write to ask him whether he might come in April, either on a weekday at 7:30 p.m. or a Sunday at 3:00, preferably in the first or last week of the month.

Fundraising

About 700 letters to individual donors and businesses went out last week; about $500 has come in so far. Ms. Muldoon and Ms. Ruderman brought in their letters, however, which showed several lines of mirror-letter smudging at the bottom of the page. This seems to have happened somehow after the personal notes, signing, and folding of the letters – in the postage machine? Ms. Loud said she would investigate; Ms. Ruderman suggested asking logo designer Karen Roehr whether the kind of paper used could be responsible.

The board approved Ms. Loud sending a thank-you letter equivalent to last year's.

The trustees discussed at some length the question of how to match books and bookplates with donors and whether the library should set a new minimum on identified memorial gifts. The board decided to examine this question in a future meeting. Meanwhile a generic gift plate will be used except in cases of particularly large gifts in honor of or in memory of a person.

Annual Report

The proposed list of contents ~~were~~ was read, discussed, and approved.

Local History Gift Policy

The trustees read and discussed the gift policy, adding "audio-visual materials" after "slides" in the first paragraph. Ms. Ruderman suggested that a lawyer check the donor's agreement to be sure that the rights waiver does not cause trouble for either the donor or the library in case of uncertain ownership (e.g. in the case of letters).

Revision of Russell Fund Budget

The budget has been revised to reflect more accurately the coordinator's work hours. Mr. Castiglioni moved that the trustees approve the reallocation of the money in the Russell Fund budget; the motion was seconded and passed. There will be further discussion of the Russell Fund at the trustees' meeting in January or February.

Logo Design

Karen Roehr brought in some finished designs for various types of stationery and cards, and some samples of embossed logos. She recommends that the library's formal stationery have either an embossed or an engraved logo. There was considerable discussion of embossing (especially concerning duplication of a document), of the color (both the black and green combination and the shade of green), and of where the address information should be placed. She said she would bring in some further samples for Ms. Loud to see on the next day. The trustees hope to make the final decisions in January.

Director's Report

The director's report was read and approved.

Adjournment

The next meeting will be at 7:30 p.m. on January 9.

The meeting was adjourned at 9:45 p.m.

Respectfully submitted,

Katharine Lawrence

Katharine Lawrence, secretary pro tem

Robbins Library Board of Trustees
Minutes
November 14, 2000

Call to order – Chairman Patricia Deal called the meeting to order at 8:00 PM. Attending were trustees David Castiglioni, Katharine Lawrence, Barbara Muldoon, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud and assistant director Cindy Diminture.

Approval of minutes – The following corrections were made to the minutes of the October meeting : 1. The date of the next meeting should be November 14th rather than November 11th 2. "Calle to order" should be "called to order" 3. On page 2 in the Author Program paragraph, MediaOne should be one word 4. In the Fundraising paragraph, insert "the" before Robbins staff and take out the space after the hyphen in the phrase "business-only campaign". The minutes were approved with corrections on a motion by Ms. Lawrence ; seconded by Ms. Ruderman.

Communications – 1. A letter was received from Katherine Hall Page saying how much she had enjoyed participating in the recent Mystery Panel author program. 2. Ms. Lawrence received a letter from the author Cynthia Peale, apologizing for her non-response to the invitation to participate in the author program. She said that this was the result of an e-mail problem and affirmed that she would be interested in a future program. A follow-up note was also received from her. Ms. Ruderman suggested that the trustees write back to her with thanks and assure her that she will be kept in mind for other programs.

Author program – Everyone agreed that the Mystery Panel was very successful. All of the authors were interesting and Rosemary Herbert did an excellent job as moderator. It is time to start planning for the spring program. Ms. Ruderman suggested looking in the "Forthcoming Books" section of Publisher's Weekly for ideas.

Fundraising – Trustees marked on the donor list the names of those who will received a personalized note. Corrections to the list were noted. Ms. Loud

wrote an updated solicitation letter for individuals, which the trustees reviewed. Changes in wording and syntax were proposed. There will be second letter, written by Ms. Ruderman, to solicit town businesses. Ms. Radochia applied zip codes to the business list, Ms. Ruderman will create mailing labels and Eileen Messina will be responsible for the mailing. Any businesses included on the individual donor list will be cross-checked against the business list to avoid duplication.

Visit from Town Manager – The new town manager, Philip Farrington, made a brief appearance at the meeting to meet the trustees and offered to assist them with library issues.

FY2002 budget – Ms. Loud distributed the following documents :

-Preliminary FY2002 budget statement
-Preliminary budget – FY2000-2002
-Estimated personnel budget request-FY2002

She reviewed the personnel budget in terms of the town's pay reclassification process and the ongoing salary negotiations with the librarians' union. Requests were made for increases in utilities and materials, to cover state aid eligibility requirements. Saturday hours during the summer are still under negotiation so costs are not truly known as yet. The majority of the trustees believed that a half-day opening during the summer should be an option. A formal budget will be submitted to the Town Manager prior to the next meeting. The budget is due to the Finance Committee by the end of December.

Logo –Karen Roehr delivered several versions shown in letterhead, envelopes and business cards. The arch (with the date to the side) was the choice of the group. Some felt that the return address on the envelope was too large (maybe against postal regulations) and that the font on the letterhead should be made smaller and darker. There was discussion about the lines on the arches. Ms. Loud will give feedback to Ms. Roehr.

Gift book in honor of Donald Marquis – The trustees discussed their planned retirement gift to Mr. Marquis, which will be a book in his honor. Ms. Loud mentioned as suggestions two new titles, one a biography of Benjamin Franklin and the other a book about the founding fathers of the country.

Ms. Radochia broached the idea of purchasing two copies of the same title ; one to give to Mr. Marquis and the other to be put in the Robbins Library collection in his honor. This idea was well received. Ms. Ruderman suggested another new book about Benjamin Franklin, which she could have inscribed by the author. Ms. Loud will check to see if the library already owns it.

Other – All trustees received new copies of the Trustee manual from the Massachusetts Library Trustee Association.

Adjournment and next meeting – The meeting was adjourned at 10 PM. The next meeting will take place on Tuesday, December 12 at 7:30 PM.

Trustees Meeting – November 14, 2000

– The meeting was called to order @ 8 PM.

– Minutes – Correction for date of next meeting
typos – pg. 1 – call to order should be "called".
page 2 – author programs – should read
Mediaone (all one word)

– fundraising – insert the before
Robbins Library Staff
fundraising – take out space
after "business" – only

Minutes accepted – Motion by Ms.
Lawrence, seconded by Ms.
~~Lawrence~~ Ruderman

*–Communications
1. Letter from Katherine Hall
Page saying how much she enjoyed the author program.

Cynthia Peale - pseudonym?

(2) Kathy Lawrence - letter from Cynthia Peale, apologizing for not replying to author program invitation (e-mail problem). She says that she would certainly like to participate in a future program. A follow-up note explained that she will be sending additional info. Ms. Ruckleman suggested that we forward a ~~note~~ response to her, thanking her and telling her that we would keep her in mind for a future program.

- Author program - Mystery panel was highly successful. All authors were interesting and Rosemary Herbert did a great job as a moderator. It is time to start planning for a spring author. Ms. Ruckleman suggested looking in the "Forth-Coming books" section of PW for suggestions.

- Fundraising - Trustees mailed names on the list of donors to receive a personalized note. Corrections were also made. The Trustees went over a new fund-raising letter written by Ms. Loud. Changes in wording + syntax were proposed. Joyce R. applied zip Codes to the new list of Arlington businesses. Susan will make labels

{ Visit from the Town manager, Phil Farrington who introduced himself and offered help with any issues.

2 letters will be done; one for businesses and one for individual contributors. Eileen will do both letters and stuff envelopes & label them.

✻ Pull businesses from the individual donor list and Cross Check against the business list so that we don't double mail or miss anyone.

FY2002 budget - Documents distributed were;

- Preliminary FY2002 budget statement
- Preliminary budget FY200-2002
- Estimated Personnel budget request FY2002

Ms. Loud reviewed the personnel budget in terms of the pay reclassification process and the salary negotiations with the librarians.

Requests for increases were explained (utilities costs, materials (to cover state aid eligibility).

Saturdays in the summer are still under negotiation. (so costs will not truly be known) The majority of the board believed that a ½ day should be an option.

A formal budget will be presented prior to the next meeting.

It appears that the amount of materials increase needed to meet state aid eligibility would be about $38,000. If Sats. (in the summer are not funded, then state aid could offset approx. $25,000. If Sats. are funded, then a much smaller amt. would be available as an offset.

Budget will be due to the Fin Com by the end of December.

- Logo - the arch (with the date to the side) was the selection. No color was desired. Some felt that the return address was too lg., but the font size on the letterhead should be made ~~was too~~ smaller (and darker). There was discussion about the lines on the arches. Other renditions of the book graphic on letterhead, put date underneath. Mel will go back to Karen with feedback.

- Director's report -

Gift books in honor of Town Manager - B of Benjamin Franklin and a book About the Founding Fathers?
Ms. Radocchia suggested purchasing 2 Copies of the same book; one for Mr. Marquis and one to put in the library in his honor. Trustees will contribute to the purchase.

New Trustees manuals were received by the Trustees from the MTLA. MLTA

Next meeting - Tuesday, Dec. 12th
7:30 PM Joyce will do minute

Robbins Library Board of Trustees
Minutes
October 11, 2000

Call to order

Chairman Patricia Deal called the meeting to order at 7:35 PM. Attending were trustees David Castiglioni, Barbara Muldoon, Joyce Radochia and Susan Ruderman and the library director, Maryellen Loud. Trustee Katharine Lawrence was absent.

Approval of minutes

The minutes of the September 12th meeting were approved as written.

Communications

The board reviewed Ms. Loud's September 21 memo about changes in the Reading is Fundamental (RIF) program in which the library has participated for 20 years. Ms. Loud said that Robbins would have a very difficult time adhering to the new rule requiring that a participating library distribute books three times a year to the same children. Although some of the trustees had thought that we should forego participation in the RIF program, Ms. Deal had suggested to Ms. Loud that books be distributed through the schools. The schools have agreed to do this and will distribute books purchased with library trust funds and matching RIF funds to all fifth graders. This will cost about $500, less than in previous years. The program will be re-evaluated at the end of the year. The board discussed whether fifth grade was too late to hook children into reading and using library resources. In the discussion about different ways of reaching out to school children, Ms. Loud said that Robbins does outreach into the school community, including visits to schools.

Osee Mallio's report on the Young Adult Summer Reading Program broke down enrollment figures by grade and by school, which indicated that the best support came from sixth and seventh graders.

Community time

No members of the community were present at the meeting.

Author program

On Sunday, October 29 Rosemary Herbert, author and columnist for the Boston Herald, will serve as moderator for a panel of three mystery writers, Dennis Lehane, Katherine Hall Page and John Sedgwick. Trustees discussed some of the final details for the program. Ms. Deal noted that there are 175 people who have come to previous author programs. She will call Mark from MediaOne to see if any intern is interested in videotaping the program.

Fundraising

Ms. Ruderman submitted a letter directed at Arlington business owners to the board for its consideration, along with a recommendation that we solicit businesses by the end of November. It was also her recommendation that if we plan to send an annual request to individuals that we also send a letter to all the people on last year's list. Expressing concern over the heavy impact on the Robbins staff of the administrative tasks involved in this fundraising effort, all the trustees discussed the subject at length. Some of the questions raised and considered concerned timing and scope of the solicitation, the kind and amount of help needed to handle administrative details, and the pros and cons of mounting a business-only campaign versus an invididuals-only campaign. The board agreed to pay for temporary help to assist with the project.

FY2002 budget preparation

At the start of the budget preparation process Ms. Loud would like to receive input from the trustees about their priorities. High on many library patrons' wish-lists are Saturday hours in the summer. Ms. Loud said that 70% of libraries in the Minuteman Library Network are open part or all of Saturday in the summer. Many of our neighbors are open, including Belmont, Cambridge, Lexington, Watertown and Woburn. Ms. Loud will provide the board with the cost of summer Saturday openings at the next board meeting. A possible funding source might be State Aid.

Russel Fund revised budget

After being informed that the money allocated for spending from the Russell fund for this fiscal year had been increased from $30,000 to $46,000, Children's Services and Young Adult staff submitted their revised budget recommendations to the library trustees for their consideration. The board agreed to their recommendations, except for $3,100 in special purchases. The board also

agreed to give the Russell Fund Coordinator a salary increase, pending the recommended rate from the Personnel Director.

Director's report

The board reviewed the September Director's report

Other

Ms. Ruderman gave the board an update on the creation of a new library logo. Trustees also looked at sample variations of the proposed logo.

Adjournment

The next meeting will be on November 14, 2000 at 7:30 PM. At 9:40 PM, the board moved to adjourn.

Respectfully submitted,

Joyce Radochia

Robbins Library Board of Trustees
Minutes
October 11, 2000

Call to Order

Chairman Patricia Deal calle the meeting to order at 7:35 p.m. Attending were trustees David Castiglioni, Barbara Muldoon, Joyce Radochia, and Susan Ruderman and the library director, Maryellen Loud. Trustee Katharine Lawrence was absent.

Approval of Minutes

The minutes of the September 12 meeting were approved as read.

Communications

The board reviewed Ms. Loud's September 21 memo about changes in the Reading is Fundamental (RIF) program in which the library has participated for 20 years. Ms. Loud said that Robbins would have a very difficult time adhering to a new rule requiring that a participating library distribute books three times a year to the same children. Although some of the trustees had thought that we should forego participation in the RIF program, Ms. Deal had suggested to Ms. Loud that books be distributed through the schools. The schools have agreed to do this and will distribute books purchased with library trust funds and matching RIF funds to all fifth graders. This will cost about $500, less than in previous years. The program will be re-evaluated at the end of the year. The board discussed whether fifth grade was too late to hook children into reading and using library resources. In the discussion about different ways of reaching out to school children, Ms. Loud said that Robbins does outreach into the school community, including visits to schools.

Osee Mallio's report on the Young Adult Summer Reading Program broke down enrollment figures by grade and by school, which indicated that the best support came from sixth and seventh graders.

Community Time

No members of the community were present at the meeting.

Author Program

On Sunday, October 29 Rosemary Herbert, author and columnist for the Boston Herald, will serve as moderator for a panel of three mystery writers, Dennis Lehane, Katherine Hall Page, and John Sedgwick. Trustees discussed some of the final details for the program. Ms. Deal noted that there are 175 people who have come to previous author programs. She will call Mark from Media One to see if any intern is interested in videotaping the program.

Fundraising

Ms. Ruderman submitted a letter directed at Arlington business owners to the board for its consideration, along with a recommendation that we solicit businesses by the end of November. It was also her recommendation that if we plan to send an annual request to individuals that we also send a letter to all the people on last year's list. Expressing concern over the heavy impact on Robbins staff of the administrative tasks involved in this fundraising effort, all the trustees discussed the subject at length. Some of the questions raised and considered concerned timing and scope of the solicitation, the kind and amount of help needed to handle administrative details, and the pros and cons of mounting a business- only campaign versus an individuals-only campaign. The board agreed to pay for temporary help to assist with the project.

FY2002 Budget Preparation

At the start of the budget preparation process Ms. Loud would like to receive input from the trustees about their priorities. High on many library patrons' wish-lists are Saturday hours in the summer. Ms. Loud said that 70% of libraries in the Minuteman Library Network are open part or all of Saturday in the summer. Many of our neighbors are open, including Belmont, Cambridge, Lexington, Watertown, and Woburn. Ms. Loud will provide the board with the cost of summer Saturday openings at the next board meeting. A possible funding source might be state aid.

Community Time

No members of the community were present at the meeting.

Author Program

On Sunday, October 29 Rosemary Herbert, author and columnist for the Boston Herald, will serve as moderator for a panel of three mystery writers: Dennis Lehane, Katherine Hall Page, and John Sedgwick. Trustees discussed some of the final details for the program. Ms. Goal noted that there are 175 people who have come to previous author programs. She will call Mark from Media One to see if any station is interested in videotaping the program.

Fundraising

Ms. Rosterman submitted a letter directed at Arlington business owners to the Board for its consideration, along with a recommendation that we solicit businesses by the end of November. It was also her recommendation that if we plan to send an annual appeal to individuals that we also send a letter to all the people on last year's list. Expressing concern over the heavy impact on Robbins staff of the administrative tasks involved in this fundraising effort, all the trustees discussed the subject at length. Some of the questions raised and considered concerned timing and scope of the solicitation, the kind and amount of help needed to handle administrative details, and the cost, the costs of managing a business-only campaign versus an individuals-only campaign. The board agreed to pay for temporary help to assist with the project.

FY2001 Budget Preparation

At the start of the budget preparation process Ms. Lund would like to receive input from the trustees about their priorities, e.g., How do many library patrons would like the Saturday hours in the summer. Ms. Lund said that 70% of libraries in the Minuteman Library Network are open part or all of Saturday in the summer. Many of our neighbors are open, including Belmont, Cambridge, Lexington, Watertown, and Woburn. Ms. Lund will provide the board with the cost of summer Saturday openings at the next board meeting. A possible funding source might be state aid.

Russell Fund Revised Budget

After being informed that the money allocated for spending from the Russell fund for this fiscal year had been increased from $30,000 to $46,000, Children's Services and Young Adult staff submitted their revised budget recommendations to the library trustees for their consideration. The board agreed to their recommendations except for $3,100 in special purchases. The board also agreed to give the Russell Fund Coordinator a salary increase, pending the recommended rate from the Personnel Director.

Director's Report

The board reviewed the September Director's Report.

Other

Ms. Ruderman gave the board an update on the creation of a new library logo. Trustees also looked at sample variations of the proposed logo.

Adjournment

The next meeting will be November ~~11~~ 14, 2000 at 7:30 p.m.

At 9:40 the board moved to adjourn.

Respectfully submitted,

Joyce H. Radochia

Joyce H. Radochia
Secretary

Trustees meeting – Tuesday, 9/12/00

Call to order – Attending were Katharine Laurence, David Castiglione, Joyce Radochia, Patricia Neal, Susan Ruderman.

Barbara Muldoon absent

Meeting called to order @ 7:40 PM.

Minutes of the Aug. 22nd meeting – Minor Correction – Trustee Goals 3E – Should say Authors program (no apostrophe)

Motion to accept – Ms. Laurence. Seconded by Ms. Radochia

Preliminary discussion – FY2002 budget

Ms. Loud noted that 2 categories that might deserve increase requests;

AV materials
– Saturday open summer

The week-end hrs. were to be funded, initially by state

aid funds. However, ~~library assistants were upgraded, now make 9.46/hr & will make significantly more than that next FY. Sundays will cost more [redacted] now because regular staff will make double their hourly rate. (and there are no more senior page positions to earn only $6.75)~~

Prof. librarians did not fare as well in the salary study as did the library assistants. They have not settled Contract and are still in negotiations with the town. due to their dissatisfaction with the salary re-classification This makes it difficult to cost out what Saturdays in summer will actually amount to.

Also, materials budget will need to raise in proportion to the salary increases. Town will not likely cover this, so state aid will have to absorb.

Questions were asked about the stability of state aid award amounts. Ms. Lord will check with the Board of Library Commissioners.

We are putting many items' hopes on the State Aid funding.

author program –

John Sedgwich has agreed to come as has Dennis Lehane, in addition to the previously agreed participants (Katherine Hall Page & Rosemary Herbert)

Trustees agreed to offer the customary honorarium of $1,000 (in total), so each person will have the option of $250 for themselves or as a gift to the library.

Kathy, has prepared a wonderful flyer and Pat will give an introduction of Rosemary Herbert.

Trustees agreed to send a gift to Kate Mattes for her assistance, with an invitation to the event.

mailing of flyers – Friends – make labels

Town web site should have an article, as should the Advocate. Paster.

- Thursday, Oct. 5th – mailing night
  7PM (see if Conference Room is free)

Town Day booth –
Raffle Certificate has been purchased. A schedule ~~[illegible]~~ to ~~trustee appointments~~ staff the booth has been established.

- Logo design – Karen submitted 4 designs which were commented on by the 4 committee members. Comments were recently forwarded to Karen who will try to finalize. ~~[illegible]~~ All participants liked one of the designs. Maryellen would prefer a sense of newer things, technology, future, etc.
  Ms Ruderman suggested a focus group to refine the choices (for a fresh set of eyes)

- Fundraising – Ms. Ruderman emphasizes that the businesses should be solicited, and asked

if there is a list of businesses, which already exists (planning board, etc.). Ms. Gould will Check on availability.

MA Bedrock program at U Mass Amherst was suggested as a model by Ms. Rudelman. Businesses were targeted by the library, to convince them of the importance of the library to them.

Stewardship and levels of donors were talked about. Can the businesses which offer the money have an association with the library? (to use in their advertising)

Timeframe - end of November, to avoid the Christmas rush.

acknowledgements will have to be Created.

Trustee special projects -

Friends suggestions - special event for spring, to raise commun

ity awareness. Joyce Radocka agreed to assist the Friends in a concrete way, which she will discuss with Ms. Lord.

Director's report-

Ms. Lord updated the board on the status of the town manager search.

Other-

Motion to adjourn made by David Castiglione. Seconded by Ms. Rudaman at 9:10.

Next meeting- Wednesday, Oct. 11, 2000 7:30

Logo – Meil sent comments to Karen from four members of the Committee (just done). waiting for Karen's response. One design all seemed to like [not all first choice]. Meil feels "not there yet.

book/ architecture

does not cover new formats, technology, etc. (maybe not possible)

Fund-raising – what do trustees want to do? Secretarial search involves civil service and (maybe long process. If no secretary, no fund-raising efforts. (to pay temp or secretarial help) probably

Trustee special projects – look at goals/objectives –

1. Fund-raising
2. author program

what activities should go →

on a calendar?

FY2002 budget - For next mtg, Mel will have costed out what Sats & Suns will cost, with staff upgrades.

Sunday costs will rise significantly.

Originally intended to fund summer Saturdays with State aid, but may not be possible.

Materials expenditures will also have to go up, as the salaries ~~[illegible]~~ increase.

$20,000 - Saturdays in summer

Prof. librarians have not settled contract with town, making it difficult to cost out week-ends.

They have requested double time for Saturdays. Mel expects that 680 may seek same.

Robbins Library Board of Trustees Meeting
August 22, 2000

Call to Order

Chairperson Patricia Deal called the meeting to order at 7:40 PM. Attending were trustees David Castiglioni, Katharine Lawrence, Barbara Muldoon, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud and assistant library director Cindy Diminture.

Approval of minutes

The board voted to approve the minutes of the June 12th meeting, on a motion by Ms. Radochia, seconded by Ms. Ruderman. This will be the first set of minutes to be posted to the town web site.

Communications

1.Quad Cycles in Arlington Heights made a donation to unrestricted trust funds in the amount of $426, which was a percentage of the first months' sales. Ms. Loud sent the owner a thank-you note.

2.Mr. Castiglione reported that the Elbridge Farmer Trust Fund will send the library a check in the amount of $2,978.16.

Approval of FY2001 trustee goals/objectives

Goals and objectives were discussed at length. The following changes were agreed upon:

5D -Change wording to "implement long range plan"

Ms. Muldoon suggested that the trustees work toward helping to streamline processes surrounding trust fund donations, in order to assist the adult services and administrative office staff. She suggested wording such as "assist the staff in coping with exigencies of low staff levels and increased workload from the Trustees (fundraising, expenditures, allocations, payments, accountability)

4B –New sentence will be "continue to evaluate and determine proper utilization of the collection"

3E – New sentence " continue to explore programming for adults ; offer the semi-annual authors program"

3B and 3C – Order to be reversed

[illegible] of Board of Directors Meeting
[illegible]

Elections

[illegible]

[illegible]

[illegible]

Communications

1 [illegible]

2 [illegible] the amount of $[illegible]

[illegible]

Goals and objectives were discussed at length. The following changes were agreed upon:

#1 [illegible]

[illegible]

#8 [illegible] will be [illegible]

#9 - [illegible]

[illegible]

A motion was made by Ms. Muldoon to accept the goals as amended. Seconded by Ms. Lawrence.

Russell Fund expenditures report

Mr. Castiglione reported that the balance of FY2000 budget of $30,000 was $144.37. The assistant town treasurer has informed the trustees that this year's Russell Fund budget will be $46,000, since this is the amount that the fund earned last year. The trustees are bound by the trust agreement to spend the amount of money earned by the fund in the previous year. Ms. Loud will therefore revise this year's spending recommendations. These will be presented at a future meeting.

Russell Fund report

Trustees read over the annual report prepared by Judy Paradis. Minor corrections were made in grammar and syntax. Trustees wanted to thank Judy for her great job with the report.

Report of the FY2000 trust fund expenditures

Ms. Muldoon reported on the expenditures of last year's trust funds. The amount of $1000 in the author program line item will be spent on books, in lieu of an honorarium for Elinor Lipman, as per the author's request.

Approval of FY2001 trust fund budget requests

This year's requests totaled $41,915. Funding was proposed at $37,861. Trustees decided not to fund a request to begin a collection of DVDs. This funding issue may be re-visited next year. Ms. Ruderman noted her support of a $1,000 allocation for them. Ms. Loud stated that she would probably take the seed money from municipal or state aid funds. The proposed FY2001 budget was approved on a motion by Mr. Castiglioni. Seconded by Ms. Lawrence.

Author program

Ms. Lawrence has had a positive response from Katherine Hall Page and Rosemary Herbert (moderator). Other authors (Dennis Lehane, John Sedgewick, Aaron Elkin, Barbara Neely) have been sent two letters but no responses have been received. Ms. Loud suggested that library staff could find telephone numbers for contacts. Additional authors suggested were Susan Conant, William Tapley and Jeremiah Healy. Ms. Ruderman mentioned that trustees should begin seeking an author for the spring program as well.

Logo design

The design committee met with Karen Roehr, who presented several designs including some based on a legend of library history. She has since done some additional sketches, using architectural features of the building. The committee will review the final submissions.

Town day booth

The trustees will again have a booth. Ms. Ruderman, Ms. Lawrence, Ms. Radochia, Ms. Deal and Mr. Castiglione will staff the booth with assistance from Ms. Loud and Ms. Diminture. A raffle will be held, with a $25 gift certificate to Barnes and Noble as the prize.

Next meeting/adjournment

The next meeting of the board will be held on Tuesday, September 12th at 7:30 PM. The meeting was adjourned at 10PM.

Respectfully submitted,

Cynthia Diminture

Trustees meeting - Aug. 22, 2000

- Call to order @ 7:38 PM

attending: Patricia Neal, Joyce Radochia, Susan Ruderman, Katharine Lawrence, Barbara Muldoon, David Castiglione, Maryellen Loud, Cindy Diminture

Approval of minutes - Minutes of June mtg. approved as written. Motion to approve by Ms. Radochia, 2nded by Ms. Ruderman. These will be the 1ST minutes to be posted to the web site. (town's)

Communications - Quad Cycles in Arlington Heights gave a $420 donation, as a % of the first few month's sales. (unrestricted trust funds.) Ms. Loud sent a thank-you note.

Ms. Neal did not yet send a letter to the town manager re. Trustee re-appointments. She will plan to still do.

2,978.16

- Elridge Farmer Trust fund will send library a check for $2,978.16. (reported by Mr. Castiglione)

approval of FY2001 Trustee goals/objectives —

Changes:

Staff, full

5D - Change wording to "implement long range plan"

Ms. Muldoon suggested that Trustees work toward a way to streamline billing/processing of donations to assist the Administration staff.

(assist the staff in coping w exigencies of low staff levels and increased workload from the Trustees [fund-raising, expenditures, allocations, payments, accountability]

4B - New sentence will be "Continue to evaluate ... and determine proper utilization of the Collection"

3E. new sentence Continue to explore programming for adults [illegible] offer the semi-annual authors program.

3B + 3C - order to be reversed

Ms. Muldoon motioned to accept goals as ammended. 2nd ed by Ms. Laurence.

Russell Fund expenditures report
David Castiglione
Balance of 30,000 initial budget was $144.37.
Trustees have been informed by the Town Treasurer's office that this years Russell Fund will be $46,000 since this is what it earned last year. The Trustees are bound by the Trust agreement with Gordon Russell to spend the amt. of money earned by the fund in the previous year. Ms. Loud will therefor revise the recommendations based on these new amounts, in a future mtg.

start here

- Russell Fund report - Minor corrections were made in grammar and spelling. Trustees wanted to thank Judy for her great job on the report.

Report of the FY 2000 Trust Fund expenditures (Barbara Muldoon)

$1,000 in author program should be spent on books, in lieu of an honorarium for Elinor Lipman (as per her request)

approval of FY 2001 (FY2001) Trust fund budget requests

This year's requests amt. to $41,915 funding was proposed at $37,861. The request for DVDs was not funded but rather Ms. Gould was instructed to purchase them from municipal funds or state aid. The request could be re-visited next year. Ms. Ruderman noted her support of a $1,000 allocation for these.

The proposed FY 2001 budget was approved on a motion by Mr. Castiglione, seconded by Ms. Lawrence.

Get phone #s for Kathy'

author program - Kathy Lawrence has had a positive response from Katherine Hall Page and Rosemary Herbert as the moderator. Other ~~[illegible]~~ authors have been sent 2 letters but no response was forthcoming. (Dennis Lehane, Barbara Neely, ~~John~~ Sedgewick, Aaron Elkins) Ms. Lord suggested that we could trying looking up telephone numbers + calling them. - Susan Conant, William Tapley and Jeremiah Healy were all given as suggestions.

Susan mentioned that we should begin looking for someone for the spring (perhaps the author of the Circus fire book (Stewart O'Nan?)

- Logo design - Karen Roehr presented several designs, including some based on a legend of library history. This was not particularly well received. She has done many additional sketches, using architectural features. Aug. 23rd

is a deadline for this.

- Town day booth -

Kathy 9-11 Susan 10-11
Joyce 10-12
David 11-1. (or 12-2)
Pat 1-3

- Director's report - (2 months)

A gift certificate to Barnes & Noble ($25) will be used as a raffle prize.

- Next meeting - Tuesday, Sept. 12th
Meeting adjourned at 10 ~~AM~~ PM

Robbins Library Board of Trustees Meeting
June 12, 2000

Call to Order

Chairperson Patricia Deal called the meeting to order at 7:30 PM. Attending were trustees David Castiglioni, Katharine Lawrence, Barbara Muldoon, Joyce Radochia and Susan Ruderman. Also attending were library director, Maryellen Loud and assistant library director, Cindy Diminture.

Approval of minutes

The board approved the minutes of the May 11th meeting, as written.

Communications

1. Ms. Loud received an e-mail message from the town's webmaster, Bob Sprague, inquiring as to whether the trustees would like to join other town boards in having the minutes of their meetings posted on the town web site. After some discussion, including concerns about electronic accessibility of trust fund information, Ms. Radochia made a motion to forward the Trustee meeting minutes to the town's web site (town.Arlington.ma.us). Seconded by Ms. Ruderman. Passed, with one abstention (Ms. Muldoon).

2. A message was posted to a town listserv from a patron who was upset that the library was closed on Saturday of Memorial Day weekend, as well as the lack of notification regarding the closing. The library has been closed on this Saturday during the previous ten years. However, this issue prompted discussion of the town voice mail service, web site notification of closings, etc. Ms. Loud reiterated that the Robbins Library plans to create its own web page with a link to the town's site. This will allow staff to more easily update information. In the interim, they will keep Bob Sprague apprised of changes. Ms. Muldoon suggested that the Trustees set the calendar and vote on holiday closings once each year. Other trustees agreed that this would help in scheduling. It will probably be voted on at the August meeting. Additional discussion took place about whether someone should be answering questions and comments posed on the listserv. The consensus was that comments and questions should be directed to the library administration.

Election of Officers

The nominating committee proposed the following slate:

Chair - Patricia Deal
Vice Chair - Joyce Radochia
Trust Fund Liaison - Barbara Muldoon
Russell Fund Liaison - David Castiglioni
Recording secretary - Cindy Diminture (Assistant Director)

Ms. Ruderman moved to accept the slate. Seconded by Mr. Castiglioni. Unanimous.

Russell Fund Budget

Mr. Castiglioni gave an accounting through May 31st. There are approximately $2600 in outstanding bills awaiting approval, leaving $400 in the FY2000 budget. Still to be paid from this is the coordinator's salary. The Russell Fund proposal for FY2001 was presented and discussed. There will not be an "all encompassing" theme this year, but rather many programs and materials in support of Arlington's school curricula. The largest proposed change would be the elimination of the spring fair. The Children's Dept. staff believes that this is no longer a "special" event in town and that many similar activities compete for children's time. It is very time and labor intensive. Ms. Ruderman expressed concern about the fair's elimination, citing it as a "highlight" of the Russell Fund and a cross-age activity. Mr. Castiglioni made a motion to approve the proposed Russell Fund budget for FY2001 in the amount of $30,000, broken down as proposed by Marianne Uttam and Judy Paradis. Seconded by Ms. Lawrence. Ms. Ruderman opposed. Motion passed.

Logo Design

Ms. Ruderman talked again to designer Karen Roehr who agreed to provide a logo design, letterhead stationery/envelopes, business cards for staff and camera-ready copy in paper and on disk for a fee of $2,000. The amount of $1500 had already been allocated from the Symmes Aesthetic fund. Ms. Muldoon motioned to raise the additional $500 from that fund. Motion passed. Ms. Roehr will meet with a design committee of Kathy Lawrence, Susan Ruderman, Maryellen Loud and another staff member to be named. Ms. Loud will question town counsel about the necessity of a formal contract with Ms. Roehr.

Author Program

Kathy Lawrence reported on her meeting with Kate Mattes of Kate's Mystery book store. Ms. Mattes gave the following suggestions of authors for a mystery author panel for the Trustees program on October 29th: Dennis Lehane, Katherine Hall Page, Cynthia Peale (Nancy Zaroulis), John Sedgewick, Aaron Elkins, with Rosemary Herbert as a potential moderator. Invitations will be issued, and forwarded by Kate, to the authors with the hope that three/four of them will respond affirmatively. A budget of $1,000 has been allocated. Trustees directed Ms. Lawrence to discuss honoraria once authors accept the invitation to speak.

Preliminary review of Trustee/Administrative goals/objectives for FY2001

FY2000 goals were reviewed. Ms. Deal suggested that the Trustees re-read these thoroughly at home prior to the August meeting, at which time they will be discussed fully. Ms. Loud outlined items to be worked on by Administration:

-Improve shelving rate by hiring additional junior pages

-Keep up with technology advances, including creation of a library web page

-Address declining book circulation

-Improve public relations efforts

-Examine staff workloads

Print Collection

Discussion was deferred because Nancy Gentile has not had much time recently to devote to the print project. Data loggers will be installed in August by the Board of Library Commissioners to measure temperature and humidity in the Print Room.

Director's Report

Trustees were interested in details of the Adult Summer Reading program. There were many compliments on the Spring/Summer newsletter designed by Eileen Messina.

Other

-Per a request by Nancy Gentile, Ms. Muldoon made a motion to allocate $275 from the Print Fund to employ Melissa Gridley for an additional 40 hours this summer. Seconded by Ms. Ruderman. Unanimous.

-Pat Deal noted that the Trustees had forwarded a donation of $60 to Arlington Pop Warner Football/Cheerleading in memory of Teresa Dooley.

Next meeting/Adjournment

The next meeting of the Board will be held on Tuesday, August 22nd at 7:30 PM. The meeting was adjourned at 9:50 PM.

Respectfully submitted,

Cynthia Diminture

Robbins Library Board of Trustees
Meeting
May 11, 2000

Call to Order

Chairman Patricia Deal called the meeting to order at 7:35. Attending were trustees David Castiglioni, Katharine Lawrence, Barbara Muldoon, Joyce Radochia, and Susan Ruderman. Also attending were the library director, Maryellen Loud, and the assistant library director, Cindy Diminture.

Approval of Minutes

The board approved the minutes of the April meeting.

Communications

Arlington author, Gary Goshgarian, the featured speaker at a previous author program sponsored by this board, spoke with Ms. Diminture and Ms. Loud about his May 25th speaking appearance. As this event is one planned by the author and not solicited or sponsored by the library, author program policy states that authors are expected to handle their own publicity, provide a copy of this in advance to the library director, and provide their own refreshments. Mr. Goshgarian asked that a staff person or trustee introduce him. After reviewing and discussing the author program policy with regard to additional requests by authors, (only two authors per year will be selected to speak under library sponsorship, except in unusual circumstances) the board agreed that authors requesting to speak would need to arrange for their own introductions.

Community Time

No members of the community were present.

Robbins Print Collection

At this point in the meeting Ms. Loud and Ms. Diminture took trustees for a tour of the print room, the art storage area, and adult

services work room. After viewing the current storage situation for the 100,000+ prints in the Robbins Print Collection trustees resumed discussion of plans for permanent print storage. Ms. Loud has made several inquiries and received prices from several facilities. At the June meeting the board will discuss the facilities and prices and make decisions.

Report of Attendance at Trustee Conference

Ms. Ruderman reported on the Massachusetts Library Trustee Association conference she attended recently at the Sudbury library. Approximately 100 trustees attended, an estimated 75% of whom are elected to their positions, not appointed. Ms. Ruderman found much of the information presented in the series of workshops to be relevant and useful.

Logo Design

Ms. Ruderman reported on her recent conversation with Karen Roehr, the graphic designer selected by the board to design the new library logo. Apparently there was a miscommunication and misunderstanding about her fee and what she would provide for that fee. Ms. Ruderman will call Ms. Roehr and ask for a written proposal specifying what she would provide for $2,000.

Author Program

Approximately 70 people, many of whom were new to Robbins author programs, attended the evening featuring Elinor Lipmann. At least three other authors were in the audience, including Mameve Medwed and Perri Klass. Ms. Lipmann was a particularly gracious speaker, who gave thoughtful time and attention to every individual who spoke with her and/or purchased one of her books.

Ms. Lawrence spoke with Kate of Kate's Mystery Books recently. However, the board has not yet decided on a format for a mystery author evening.

Appointment of Nominating Committee

Ms. Lawrence and Ms. Muldoon agreed to serve on the nominating committee for officers for the library board for 2000-01.
At the June meeting they will present their slate.

Policy on Cell Phone Use

After some discussion the board voted to restrict use of cell phones to the stairway area near the public telephones. The board will review this policy if cell phone use in the library becomes a problem.

Director's Report

Ms. Loud reviewed the April Director's Report with the board. She noted the loss of the Adult Services/Automation Librarian, who has taken a position with Cambridge Public Library.

Town Meeting passed the library budget without comment. Town Meeting voted approval of the new classification plan, but the unions have yet to ratify it. Professional librarians voted against the plan.

Other

The Friends of the Library Mystery Night was a huge success. Ms. Loud was recognized for her extraordinary performance; however, she will keep her day job.

Date of Next Meeting and Adjournment

The next meeting of the board will be on Monday, June 12, at 7:30, preceded by dinner in the Community Room at 6:30.
The meeting adjourned at 9:40 p.m.

Respectfully submitted,

Joyce H. Radochia
Secretary

Called to order @ 7:30 PM.

Trustees mtg. - Monday 6/12 7:30

- Minutes of May 11th meeting - Accepted as written. Unan.
  - Community time - no reps. of the Community were present.
- Communications -

1. E-mail from Bob Sprague about increasing the # of boards whose minutes are posted on the town web site. He wants to know if Trustees would like their minute online. There was discussion regarding public nature of some of the detail in the minutes, specifically trust fund information. Ms. Muldoon preferred to defer this. A motion was made by Ms Radochia to send mins. to town website. Seconded by Ms. Ruderman. Ms. Muldoon abstained.

2. E-mail (list serve) communication from a patron who complained about our closing on the Saturday of the Memorial Day weekend, as well as the lack of proper notification of same. Discussion

took place regarding town phone voice mail issues, web site notification about holidays, etc. Staff will try to keep Bob Sprague, the town's web master, apprised of updated information. Ms. Loud reiterated that the Robbins Library plans to create its own web page with a link to the town's site. Then, we will be able to update more easily. Ms. Muldoon suggested setting the calendar and voting on holidays once each year. Trustees agreed that this was a good idea & probably will vote on it at the August meeting.

Mr. Castiglioni wanted to know if we satisfied the complaining patron or not. Ms. Loud explained that the patron did not actually make a Complaint to the library. Further discussion ensued about whether someone should be answering the comments on this chat line. Some Trustees felt that we should be cautious about this and that comments, suggestions should be

directed toward the library administration.

* [the board directed Pat Neal to write a letter to the Town Manager asking about re-appointments for those members whose terms have expired]

— Election of officers — the nominating Committee has chosen a slate, which is as follows.
Pat Neal — Chair
Joyce Radochia Vice Chair
David - Trust (Russell) fund liaison
Barbara Muldoon - Trust fund liaison
Cindy Diminture - recording secretary

Ms Rudeman moved to accept the slate. Seconded by Mr. Castiglioni. Unan.

— Russell Fund budget — Report by Mr. Castiglioni — an accounting was given through the last accounting period (May 31st). There are approx. $2600 in bills for approval

at this meeting, leaving $400 in FY2000 budget. Still to be paid are the coordinator's payments.

The Russell Fund proposal for FY 2000-2001 was presented and discussed. There has been a philosophical change in the fund this year, without an "all encompassing" theme, as in past years. Much of the programs and materials will be in support of Arlington school curricula. One big change will be the elimination of the Spring fair. Ms. Ruderman expressed some concern about this, since it is somewhat of a "highlight" of the Russell Fund and is a cross-age activity. Ms. Muldoon asked Ms. Loud if the Children's Dept. would be requesting less of the regular trust funds because the Russell Fund will cover many programs related to the summer reading program. Ms. Loud will find out. M. Castiglione motioned to approve the proposed Russell Fund budget for FY2001 ($30,000 in a breakdown proposed by the Children's librarians.)

Ms. Lawrence seconded. Ms. Ruderman opposed. (four) others approved.

- Logo design — Ms. Ruderman had another conversation c Karen Roehr. She now promised to design a logo, provide letterhead/envelopes + business cards as well as camera-ready copy in paper + on disk. This will be accomplished for $2000, $500 of which was already voted from the Symmes account. Ms. Muldoon motioned to raise the add. $500 from the Symmes Aesthetic fund. Unan. Ms. Roehr will meet with Cathy Lawrence, Maryellen Loud + a library staff member to be named. Ms. Loud will check with Town Counsel about the necessity of a formal contract with Ms Roehr.

- Author program — Kathy Lawrence has obtained suggestions from Kate Mattes for a mystery panel.

once the group selects authors to
to Contact, Kate Mattes will forward
letters to them. She is not comfort-
able in providing addresses.

⑥ Pat Neal's suggestions:

Dennis Lehane
Katherine Hall Page
Cynthia Peale (pseud. for Nancy Zaroulis)

Rosemary Herbert was suggested as
a possible moderator.

Barbara Muldoon's suggestions:
Aaron Elkins

[Oct. 29th had already been Chosen
as the date]

John Sedgwick was also suggested

Six authors will be asked, with
the hope of having 3-4 on a panel.

A budget of $1,000 has been allocated.
Kathy was directed to discuss honorar-
ia only after they agree to come.

Preliminary discussion of Trustee/administrative goals/objectives for FY2001. FY2000 goals were reviewed. Ms. Neal suggested that Trustees read these at home prior to the Aug. meeting and then talk about them then. Ms. Loud mentioned areas that admin. will work on:

- Improve shelving rate (efficiency) by hiring more junior pages.
- Keep up with technology, including creation of a library home page.
- Remedy declining book circulation
- Improve public relations efforts
- Examine staff work loads

- Print Collection - discussion was deferred because Nancy Gentile has not had much time to devote (except for a short mtg. with Ms. Loud). Data loggers will be installed in Aug. by the BLC to

measure temp. and humidity of the print room.

- Director's report - Trustees talked about the adult summer reading program. There were many compliments on the newsletter.

-other - Barbara Muldoon had a request from Nancy Gentile to pay Melissia Gridley for another 40 hrs. ($275) dollars during the summer. Ms. Muldoon moved to do this; seconded by Ms. Ruddiman. Unan.

Pat Neal - give her address for Pop Warner - leave on work phone

- Trustees made a donation of $60.00 to Pop Warner in memory of Teresa Dooley.

Date for next meeting -
Tuesday, Aug. 22, 2000 7:30

Meeting adjourned at 9:50 PM

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